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ABSTRACT

This clerical task simulation is designed for use in office occupations programs at the secondary level. The primary purpose is to give the student the opportunity to become familiar with the tasks and duties that may be performed by clerical personnel in a real work situation. The employee's manual provides general information for the student on use of the work order (instruction sheet), time clocks, office reference manuals, personal appearance, employer/employee relations, and performance and progress. It also contains the 15 tasks the student is required to perform. Each task consists of a work order that describes the work and special instructions and most of the written materials that are needed to perform the task. Tasks are designed to be completed in a relatively short period of time--from 15 minutes to 1 hour. The employer's manual (teacher's guide) contains an information sheet for each task that details descriptions, materials/supplies and equipment, and suggested requirements (prerequisites, approximate completion time, accuracy); the keys to tasks found in the employee's manual; and scripts to cassette tapes that provide the information needed to perform certain tasks. (YLB)

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GA8513306

VOT Enterprises, Inc.

ED267178

A CLERICAL TASK SIMULATION

EMPLOYEE'S MANUAL

[Student's Guide]

CE043598

Georgia Department of Education

U.S. DEPARTMENT OF EDUCATION
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Program Improvement and Evaluation
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1985

VOT ENTERPRISES, INC.

A Clerical Task Simulation

Prepared and Produced Jointly by

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Project Supported by

Office of Vocational Education
Division of Program Improvement
and Evaluation
Georgia Department of Education
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1985

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FOREWORD

This clerical task simulation has been developed for use in office occupations programs at the secondary level. Its primary purpose is to give the student an opportunity to become familiar with the tasks and duties that may be performed by clerical personnel in a real work situation.

Appreciation is expressed to Mrs. Helen Cofer McClain, State Supervisor for Business Education, and Mrs. Floy Baker, Coordinator for Postsecondary Business Education Programs, for their continued support, encouragement, and leadership in this developmental effort.

Appreciation is also expressed to the many business education instructors throughout the state who field tested, evaluated, and provided invaluable feedback on these materials as a part of the revision process.

Mrs. Doris Rash-Wooten
Project Director
Office Simulation Project

EMPLOYEE MANUAL

Welcome to your company! This manual contains the rules, policies, and procedures necessary to govern the daily activities in any work relationship. You are expected to read, understand, and use your manual.

VOT Enterprises, Inc.'s success depends on you! It is you who help us build a business with a reputation for producing quality work.

VOT Enterprises, Inc. is a business that provides top-quality accounting, clerical, secretarial, and word processing services to the public. We pride ourselves on employing highly skilled, professional personnel.

Use of the Work Order

The "Work Order" is to be used as your instruction sheet. Listed below is how VOT Enterprises utilizes this form. The numbers and items listed correlate with the numbers circled on the sample Work Order form.

1. The name of the person for whom the work is to be performed.
2. The title of the person for whom the work is to be performed.
3. The address of the person for whom the work is to be performed.
4. The company telephone number of the person for whom the work is to be performed.
5. The order number for the work you are doing.
6. A brief description of the work to be done.
7. Special instructions that you need to complete the work.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Jane Doe (1)

TITLE Accounting Clerk (2)

DEPARTMENT Accounting

ADDRESS J. D. Company

600 Lee Street (3)

Atlanta, GA 31752

TELEPHONE NO. (404) 675-0000 (4) ORDER NO. 5000 (5)

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Verify totals and subtotals on accounting forms. (6)

SPECIAL INSTRUCTIONS Review the attached income statement, balance sheet, and capital statement. Verify all subtotals and totals. If changes are needed, draw a single line through the number, write the new number, and initial the change. (7) (8)

WORK ASSIGNED TO _____

DATE COMPLETED _____ (9) PICKED UP ____ DELIVERED ____ (10)

APPROVED BY: _____ (11)

8. The name of the person to whom the work is assigned.

9. The date the work is to be completed.

10. An indication of how the completed work was collected.

11. Initials (or name) of the person approving the completed work.

General Information

As a new employee, there are many things you need to learn in addition to how to perform your job. Your supervisor will distribute information to you at the appropriate time on work hours, how and when you are paid, vacation time, etc. Remember! When you don't understand, ask the supervisor; he/she is your best source of information and is always willing to take the time to answer your questions.

Time Clock

Some departments are equipped with time clocks while others are not. In areas where time clocks are not available, your supervisor will direct you as to the proper procedure for filling in your work hours daily on your time card. Whether your department has access to a time clock or not, your time card is an important record for both you and VOT Enterprises!

You are expected to be present and punctual every day, five days a week. If you are late for your shift, you must make up the lost time by working overtime or coming in early another day.

Office Reference Manuals

All work that is handled by VOT Enterprises, Inc. must conform to acceptable standards. Your supervisor will inform you about which office reference manual you will be expected to use.

Once you have your reference manual, be sure to follow the rules in it when preparing outgoing work. Remember, we pay you to do your job correctly the first time. Whenever, through negligence, you fail to prepare work according to specifications in the office reference manual, you are costing the company money! When work has to be redone, the company is being doubly charged for your services.

Personal Appearance

VOT Enterprises, Inc. expects you to give proper attention to the details of attire and grooming. Your fellow employees as well as customers rightfully expect neatness and appropriate dress.

Personal conduct in the office should be courteous and businesslike. Excessive personal conversation in the working areas does not present a pleasing atmosphere to your fellow workers.

Your personal habits in public are also important to the company because people will only entrust their affairs to people who have high regard for their own reputations. Outside the office, your activities should be conducted in such a manner as to avoid any criticism or any reflection on the company.

Employer/Employee Relations

You are a very important person to your supervisor. Our business gets done through your efforts and the efforts of others like you.

By the same token, your supervisor is a very important person to you, because he/she is the one who will introduce you

to your job. He or she is the leader in your department and the one responsible for explaining your job, giving instructions and directions, making assignments, answering questions, providing your training, and checking your work.

Your supervisor depends on you. When the work is good, you will be told this; likewise, your supervisor will tell you if you are doing something wrong, so that you can do it right the next time. If you aren't performing the way you should perform, your supervisor is going to make recommendations to you on how to improve your performance because the success of your company depends on every employee doing his/her job well.

Performance and Progress

You should always know where you stand at VOT Enterprises because one of your supervisor's most important jobs is to take time out on a regular basis and inform you of your performance and progress. Some of the purposes of keeping you up to date on your performance and progress are:

1. To help you pace yourself in the performance of your duties.
2. To show you where improvement may be needed.
3. To tell you what we think about your production.
4. To help you map a route to better performance on the job.

Again, welcome to VOT Enterprises, Inc! We feel confident that your employment with us will be very enjoyable.

W O R K T O B E C O M P L E T E D

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Bradford Bradley

TITLE Local Ads Manager

DEPARTMENT Advertising

ADDRESS Bradley Ad Agency

1510 Maple Street

Dublin, GA 31022

TELEPHONE NO. (912) 282-1594 ORDER NO. 2000

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Type the attached names and addresses on to file folder labels in indexing order.

SPECIAL INSTRUCTIONS After you have finished typing the labels, list the names in proper filing order on the attached sheet.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

List of names and addresses of 20 businesses to be typed on file folder labels in indexing order to be used under two subject headings--ADVERTISING and OFFICE SUPPLIES.

Alexander's Office Supply
517 Academy Avenue
Dublin, GA 31021

American Office Equipment
108 Monroe Street
Dublin, GA 31021

Macon Telegraph & News
121 High Street
Macon, GA 31202

Wyatt Sign Company
Route 4
Rentz, GA 31075

WKKZ FM Stereo Radio Station
Glenwood Road
Dublin, GA 31021

Central Office Suppliers
920 South Monroe Street
Dublin, GA 31021

The Courier Herald
115 S. Jefferson Street
Dublin, GA 31021

WXLI AM Radio Station
Glenwood Road
Dublin, GA 31021

Southern Printing Company, Inc.
128 E. Jackson Street
Dublin, GA 31021

Alligood Custom Signs
Hwy. 319
Dublin, GA 31021

Central Office Suppliers
120 South Monroe Street
Dublin, GA 31021

Central Office Suppliers
120 Macon Road
Dublin, GA 31021

Sapp Outdoor Advertising Company
104 Laircey Street
Statesboro, GA 30458

WQZY FM Radio
807 Bellevue Avenue
Dublin, GA 31021

WMLT Radio Station
607 Bellevue Avenue
Dublin, GA 31021

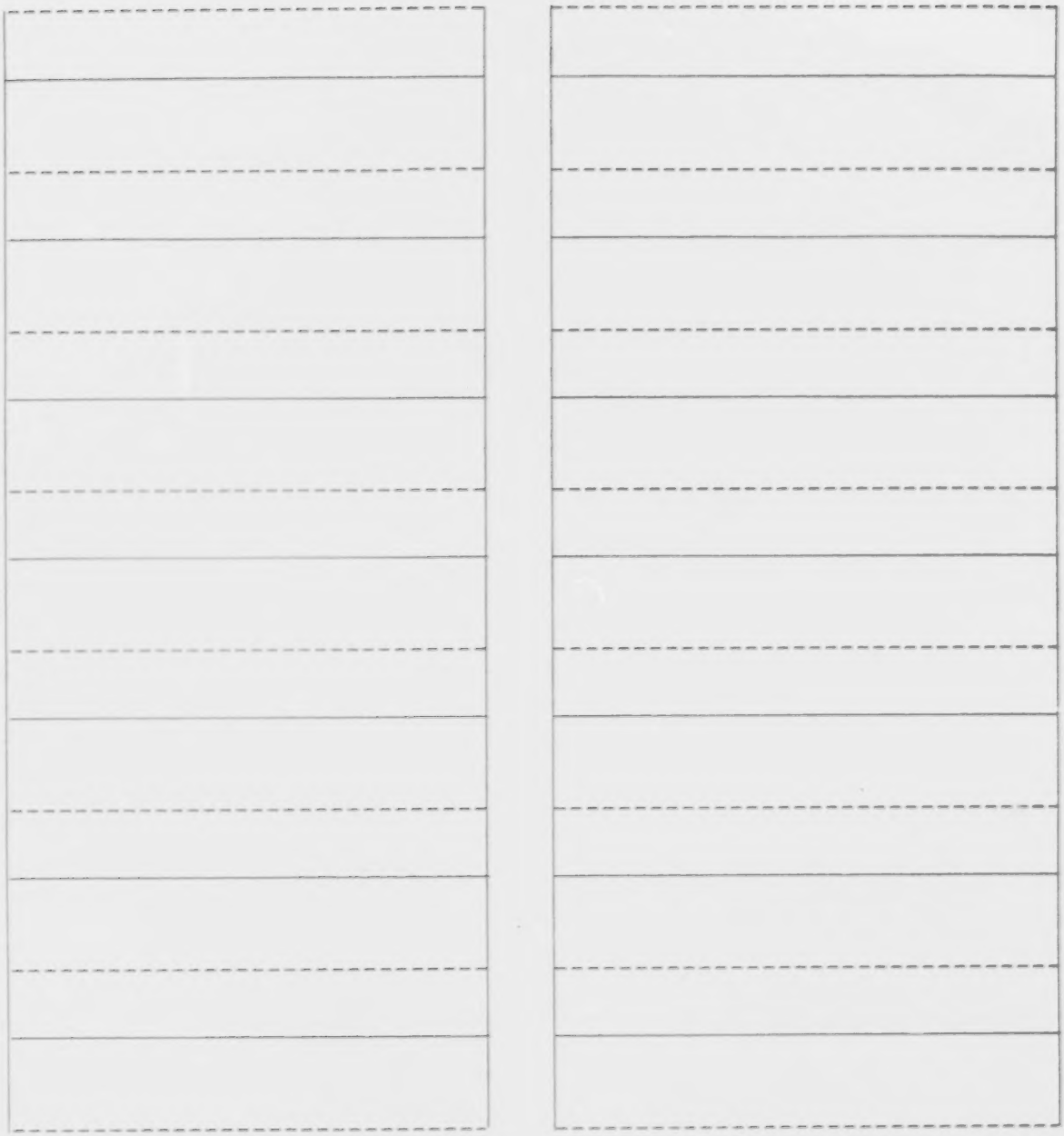
Wholesale Office Products
1601 6th Avenue S.
Birmingham, AL 35234

Paper Supply Company
810 East Boulevard
Rockford, AL 35136

Gilman Paper Company
1421 Reidville Road
Spartenburg, SC 29301

Wills Office Supply
501 Pine Forest Drive
Oak Ridge, NC 27310

Thompson Wholesale Supply Company
2101 First Street
Palatka, FL 32077



Use this sheet to list the names in correct filing order.

ADVERTISING

OFFICE SUPPLIES

Page 10 removed, duplicate form.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Tom D. Cook

TITLE Supervisor

DEPARTMENT Office Services

ADDRESS Office Services, Inc.

777 Waldorf Street

Macon, GA 31043

TELEPHONE NO. (912) 784-0310 ORDER NO. 2001

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Type the attached statistical report, letter, and application in proper form.

SPECIAL INSTRUCTIONS Use personal information about yourself in completing the application form.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Center the following report attractively on a full sheet of paper long side up. Please arrange names in alphabetical order. Calculate the totals. *(Longest item in each column is marked.)

VOCATIONAL OFFICE TRAINING REPORT
1984-1985

Name	Address	Employer	*TOTAL Hours Worked	*TOTAL EARNED
Jones, Walter	201 Smith Street	Macon Telegraph	986	3,303.11
Armstrong, Lynn	*1611 Jackson Street	Dublin Supply	670	2244.50
Bishop, Charlotte	58 Broad Street	Anderson Products	1196	4141.07
Ames, Arnold	1200 Emerson Ave.	Campbell Chares	333	920.42
Bruce, Douglas	611 Elliott Drive	Anderson & Sons	502	1651.55
*Fitzgerald, Carlton	1502 Louis Street	Belton & Sons	540	1811.53
Daniel, Dennis	Route 8	Laurens High School	878	2901.00
Robinson, Mary	16 Cherry St.	*Hart & Jones, Attorneys	703	2310.24
McBride, William	183 Walnut St.	Courier Herald	1432	5751.82
Johnson, Jay	46 Smith Street	Jones Hardware	1259	4425.47
		TOTALS		

April 3, 19--

Type the following letter in full block style, open punctuation for Mr. James Goodwin. He will want the letter ready for his signature before you leave today. The letter goes to Ms. Geraldine Jones, Box 4A, Hill Kaja School, Northside, IL 53983. (Supply any missing parts to the letter.)

Dear Ms. Jones

We started work on your rush order of April 6 as soon as we received it. You should receive the two-year planning calendars within the next two or three days. No money will be due until after your FBLA students have had time to see the calendars and collect the money. Any calendars not sold will be picked up at a later date. If you have any questions, please call our toll-free number--- 1-800-292-8000. We have enclosed brochures of our other products and hope to hear from you again soon.

Date _____

Social Security No. _____

EMPLOYMENT APPLICATION

Name _____ Birth Date _____

Address _____ City _____

Phone No. _____ Single__ Married__ Divorced__ Widow(er)___

Maiden name(or other name previously used) _____

How can we reach you? _____

Spouse's Name _____ Spouse's Occupation _____

No. of Children _____ Their ages _____ Do you sew at home? _____

Can you work every day? ___ Saturdays? ___ How will you get to work? _____

How far do you live from this plant? _____ Do you own your home? _____

What grade did you finish in school? _____ Do you want permanent work? ___

Height _____ Weight ____ Right or left handed? _____ Glasses? _____

Do you have any health problems, disabilities or handicaps (including pregnancy) that may affect your work or your ability to work regularly and permanently? _____

(Explain) _____

YOUR WORK EXPERIENCE

	PREVIOUS EMPLOYER (NAME AND CITY)	FROM (DATE)	TO (DATE)	EXACTLY WHAT DID YOU DO?	WAGE OR SALARY	REASON FOR LEAVING
LAST						
BEFORE THAT						
BEFORE THAT						

REFERENCES

List names of friends or relatives presently working in this plant:

List names of two persons who are well acquainted with you (no relatives):

NAME	ADDRESS	OCCUPATION

I herewith state that all information above is true and agree that it may be subject to check. Falsification on this application is understood to be fair cause for dismissal.

_____
Applicant's Signature

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Tammy Thompson

TITLE Office Manager

DEPARTMENT Information Exchange

ADDRESS THE INFO NETWORK

741 Rockcliff Road

Jackson, GA 33107

TELEPHONE NO. (912) 543-1257 ORDER NO. 2002

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Type the following names and addresses on the No. 10 (large) envelope forms that are provided.

SPECIAL INSTRUCTIONS If you need to refresh your memory concerning the proper way to type envelopes, consult a reference book; such as "Century 21 Typewriting", Third Edition, South-Western Publishing Company, p. 85.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Farmers and Merchants Bank
1503 Main Street
Amelia, LA 70340

Hank's IGA Foodliner
613 Smith Avenue
Tarpon Springs, FL 33589

East Oil Company
116 Towers Building
Crane, TX 79731

J.P. Stevens and Company
Woolen Mill Road
Spartenburg, SC 29303

Gilman Paper Company
1421 Reidville Road
Spartenburg, SC 29301

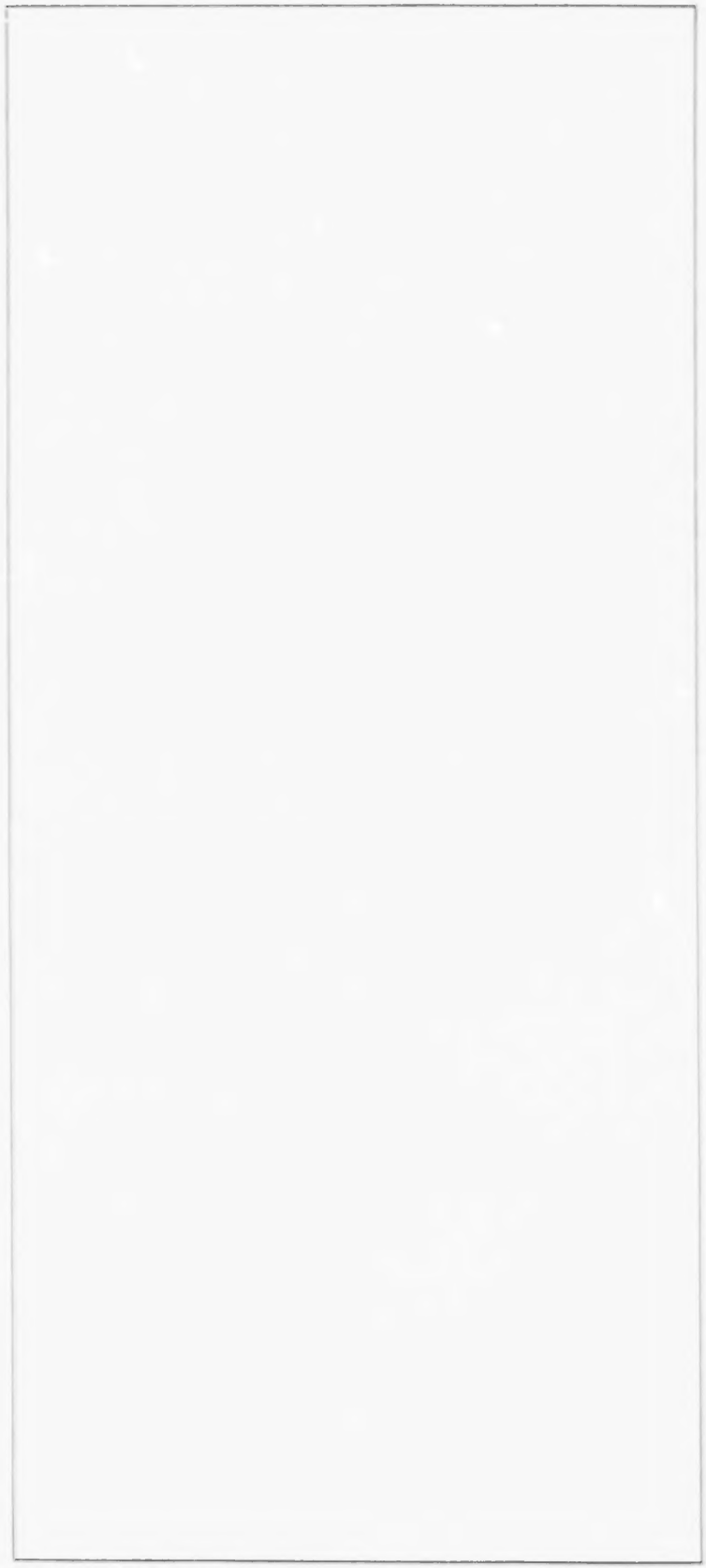
Central Georgia Production Credit Corp.
120 Monroe Street
Dublin, GA 31021

Paper Supply Company
810 East Boulevard
Rockford, AL 35136

Wholesale Office Products
1601 6th Avenue S.
Birmingham, AL 35234

Bass and Campany
2938 N. Atlantic Boulevard
Fort Lauderdale, FL 33808

Curtis Industries
1810 Howell Mill Road, NE
Atlanta, GA 30318



VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Paul Robertson

TITLE Payroll Clerk

DEPARTMENT ZIP Temporaries, Inc.

ADDRESS 2941 White Church Road

Soperton, GA 38114

TELEPHONE NO. (912) 673-1415 ORDER NO. 2003

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Prepare a typed payroll check for 10 employees using the handwritten information provided.

SPECIAL INSTRUCTIONS Before you begin typing the checks, make sure that you use a calculator to check the accuracy of the handwritten information.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Pages 19-27 removed. Duplicate forms.

5-14-85

Please prepare a typed check for each employee listed for pay period ending 5-15-85. Begin with Check No. 112. Recheck your calculations before typing checks.

Name	Earnings Reg.	Earnings Overtime	Total Earnings	Fed. Inc. Tax	FICA Tax	Hosp. Ins.	Net Pay
Adams, Paul J.	82.50		82.50	Exempt	4.95	—	77.55
Butler, John N.	462.00		462.00	46.40	27.72	35.00	352.88
Fitzgerald, Joseph	506.00		506.00	46.10	30.36	35.00	393.54
Morris, Richard A.	484.00		484.00	42.50	29.04	35.00	377.46
Switzer, Charles L.	484.00	20.63	504.63	61.50	30.28	12.00	400.85
Spearman, Tony T.	374.00	12.75	386.75	51.70	23.21	12.00	300.84
Thompson, James L.	176.00		176.00	11.60	10.56	—	153.84
Valero, Margaret	528.00		528.00	57.20	31.68	35.00	352.88
Wilson, John J.	484.00	33.00	517.00	61.50	31.02	12.00	412.48
Williams, Mary A.	170.00		170.00	9.90	10.12	—	149.98

Check No. ____		PAYROLL ACCOUNT	86-273 / 1031
Period Ending	_____	_____ 19____	
Earnings	$_____	ABC COMPANY	No. _____
Reg.	$_____		
O.T.	$_____	Pay to the order of _____	$_____
Deductions	$_____	_____	Dollars
Inc. Tax	$_____		
FICA Tax	$_____		
Group Ins.	$_____	CITY NATIONAL BANK	
Hosp. Ins.	$_____	Bartlesville, OK 74003-2192	
Other	$_____		_____
NET PAY	$_____	':103102737': 8765""3166""104""'	

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Paul Robertson

TITLE Payroll Clerk

DEPARTMENT Payroll

ADDRESS ZIP Temporaries, Inc.

2941 White Church Road

Soperton, GA 38114

TELEPHONE NO. (912) 673-1415 ORDER NO. 2004

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Complete the following 12 deposit slips using the following information. Be sure each check is identified by ABA numbers.

SPECIAL INSTRUCTIONS Initial each deposit slip in lower left corner on the Total line after filling each out and verifying your figures.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Pages 31–44 removed. Duplicate forms.

Date	Dep. #	Currency	Coin	Checks (ABA #)	(Amount)
April 1	1	$ 1314.00	$ 96.32	#86-421	$ 33.24
				86-321	42.30
				86-467	131.15
				84-321	66.23
				84-700	433.00
				83-292	615.00
April 3	2	6322.50	832.00	83-292	300.00
				86-321	67.38
				86-321	673.56
				86-467	49.42
				86-467	661.67
				86-421	99.95
				86-421	154.13
April 6	3	844.52	114.95	86-292	15.50
				86-321	500.50
				86-321	44.50
				84-700	1530.00
				84-700	88.25
April 7	4	8032.87	795.60	83-292	560.35
				86-467	139.95
				86-421	99.50
				86-421	65.00
				86-467	917.05
				86-467	35.00
				84-700	1566.25
				84-700	85.83
				86-321	47.15
April 10	5	2455.00	384.17	86-292	43.65
				86-292	19.56
				86-321	55.67
				86-321	54.66
				86-321	245.00
April 12	6	6402.31	582.67	86-292	44.85
				86-292	127.15
				86-421	154.12
				86-421	24.83
				84-700	19.95
				84-700	1650.38
				84-700	55.00

Date	Dep. #	Currency	Coin	Checks (ABA #)	(Amount)
April 15	7	$ 399.50	$ 142.30	#86-321	$ 22.39
				86-321	140.95
				86-292	44.95
				86-292	830.40
				86-421	157.76
				86-421	456.95
				86-421	324.75
April 16	8	1295.66	99.96	86-321	14.51
				86-321	63.00
				86-321	354.41
				84-700	367.05
				84-700	29.80
				84-700	98.41
April 18	9	3386.50	114.50	86-321	25.00
				86-321	369.87
				86-321	98.30
April 21	10	6988.84	98.50	86-292	45.30
				86-292	18.46
				86-321	42.30
				86-321	500.45
				86-321	43.30
				86-321	19.75
				83-500	846.90
April 26	11	522.45	111.75	86-292	44.50
				86-292	44.50
				86-321	155.45
				86-321	46.75
				86-421	845.67
				86-421	55.00
				86-421	50.00
				86-421	41.98
April 30	12	4702.06	975.08	86-292	45.00
				86-292	146.75
				86-321	52.86
				86-321	50.00
				86-321	54.56
				86-421	198.95
				86-421	34.14
				86-421	100.00
				84-700	43.19

DEPOSIT SLIP

Deposit No. ___

Deposited by

HORNE REALTORS-INSURORS

Deposited In
THE CITIZENS BANK

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

Date _____

CURRENCY
COINS
CHECKS
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

TOTAL DEPOSIT _____

DEPOSIT SLIP

Deposit No. ___

Deposited by

HORNE REALTORS-INSURORS

Deposited In
THE CITIZENS BANK

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

Date _____

CURRENCY
COINS
CHECKS
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
TOTAL DEPOSIT _____

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME James Harris

TITLE Office Supplies Manager

DEPARTMENT Vocational Office Training (VOT)

ADDRESS East Laurens Comprehensive High School

Dublin, GA 31021

TELEPHONE NO. (912) 272-3144 ORDER NO. 2005

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Using office supply catalogs furnished to you by your supervisor, determine from which vendor to order the attached list of office supplies. Begin with Purchase Order #136.

SPECIAL INSTRUCTIONS Accuracy will be determined based on such factors as (1) terms of cost of supplies, (2) discount consideration, and (3) delivery/shipment schedules.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Page 50 removed, duplicate page.

Amount	Item
10 Rolls	Masking Tape ½" x 60 yards
30 Rolls	Calculator Paper 1½" wide
30 Rolls	Calculator Paper 2¼" wide
1 Carton (10)	5¼" Diskettes Single Side Double Density
1 pkg.	Diskette Labels (pkg of 100) for 5¼" disks
1 Carton (1000)	3 x 5 Index Cards
5 Boxes	File Folder Labels
2 Cartons	Computer Print-out Paper 14 7/8 x 11" (no carbon) 1500 sheets per carton
4 Boxes	File Folders (100 per box)
2 Boxes	Staples (Standard size)

REQUISITION FORM

PURCHASE ORDER # ___

SUPPLIER: _____
Name of the Company

ADDRESS: _____ _____
DATE

REQUESTED BY: _____ SCHOOL: _____

COMPONENT: _____ AREA: _____

Quantity	Cat. No.	Description of Item	Unit Price	Total Price

TOTAL AMT. _____

DISCOUNT _____

GRAND TOTAL _____

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME James Harris

TITLE Office Supplies Manager

DEPARTMENT Vocational Office Training (VOT)

ADDRESS East Laurens Comprehensive High School

Dublin, GA 31021

TELEPHONE NO. (912) 272-3144 ORDER NO. 2006

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Itemize the inventory and indicate which items are low and need replenishing.

SPECIAL INSTRUCTIONS (SEE THE FOLLOWING PAGE)

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Page 54-55 removed, duplicate form

Following the example given below, on 3 x 5 cards list the following supplies (found on the next page) which are used in the training area. A maximum of 5 and a minimum of 2 of each simulation should be kept in the department. After recording the information on the next page, you will record by date the items that have been withdrawn from the inventory and the items that have been received. If you receive new material for which you have not previously typed a card, prepare a card at this time.

You should then itemize the inventory using the index cards and indicate which items are low and need replenishing.

EXAMPLE

Information for card to this point is obtained from following page unless there was no balance on hand Sept. 1

Training Materials (Recordkeeping) Max. 5 Min. 2

DM Products #1 K 281 $1.80 South-Western

Date	Qty. Rec'd	Quantity Withdrawn	Balance
9-1-84			2
9-18-84		1	1
10-10-84	2		3
10-18-84		1	2
11-2-84		1	1

(Card for DM Products is shown after Sept. 1 balance has been recorded, items withdrawn from inventory are shown, and new items received are recorded)

ITEMS WITHDRAWN ARE SHOWN ON A SEPARATE PAGE (by date withdrawn)

ADDITIONAL ITEMS RECEIVED ARE ALSO SHOWN ON A SEPARATE PAGE (by date received)

Price	Projects in Clerical Recordkeeping	Supplier	Cat.#	# Copies	On Hand Sept 1, __
1.80	DM Products #1	South-Western	K 281	2	2
1.67	Security Insurance #2	"	K 282	5	4
2.34	Lakeside Restaurant #3	"	K 283	4	1
2.34	City Jewelry & Appliance #4	"	K 284	5	3
2.34	Glenn Department Store #5	"	K 285	2	0
2.34	Crown Super Market #6	"	K 286	5	2
5.55	Business Simulation Set (Audiotech Co.)	"	G 165	5	2
5.95	Fireplace, Inc.	"	B 325	2	2
6.95	Open Road Cyclery	"	B 045	1	1
	Projects in Auditing				
4.95	Auditing Clerk	"	Y 01	5	3
	Projects in Banking				
4.95	Security First Bank	"	G 155	2	1
	Projects in Typing				
3.70	Volunteer Bicycle	"	K 71	4	2
3.90	The Castaways	"	K 85	5	1
3.95	T-Shirt Factory	"	K 70	4	3
6.15	Snow Country	"	K 01	3	1
4.95	Liberty Broadcasting	"	K 88	4	4
3.90	Jeans Generation	"	K 83	5	1
6.90	Pleasure Island	Houghton Mifflin	2-24652	8	3
4.32	Sidewalk Surfin'	"	2-24654	6	2
4.32	Metroplex Clinic	"	2-51000	4	4
4.32	Market Square Legal Typing	"	2-02900	3	3

THIS SHEET SHOWS THE ITEMS ON HAND AND THE BALANCE FOR EACH ITEM AS OF SEPT 1 IN THE LAST COLUMN ON THE RIGHT

Items received for inventory

Oct. 10 — From South-Western

2 On Products
1 Security Insurance
4 Lakeside Restaurant
2 City Jewelry
5 Glenn Dept. Store
3 Crown Supermarket
5 Cycle Center (B 315) $4.65
~~Accounting~~ Recordkeeping
2 Cosmic Micro Market (BOSS)
$6.95 Recordkeeping
5 Auditing Clerk
3 Volunteer Bicycle
4 The Castaways
2 T-Shirt Factory
4 Jeans Generation
4 Community National Bank
(Y 64) (Banking) $8.45

Oct. 30 — 10 Lasso Country

Oct. 15 from Houghton Mifflin

3 Sidewalk Surfin'
2 Pleasure Island
4 Data Magic (Typing)
$4.32 2-24661
4 The Odyssey (Typing)
2-2466 $6.90
2 Market Square
3 Metroplex Clinic

Items withdrawn from inventory —

	No.	Title
Sept. 18	1	Security First Bank
	1	Lakeside Restaurant
	1	Orr Products
	1	City Jewelry
	1	Crowa Supermarket
	1	Security Insurance
	1	Sidewalk Surfin'
	1	Jean Generation
	1	Volunteer Bicycle
	1	Snow Country
	1	T-Shirt Factory
Oct. 10	1	Cosmic Micro Market
12	1	City Jewelry
16	1	The Castaways
17	1	Glenn Dept. Store
	1	Open Road Cyclery
18	1	Orr Products
	1	Auditing Clerk
22	1	Volunteer Bicycle
Nov. 2	1	Orr Products
	1	T-Shirt Factory
	1	Data Magic
9	1	Pleasure Island
28	1	The Odyssey

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME James Harris

TITLE Office Supplies Manager

DEPARTMENT Vocational Office Training (VOT)

ADDRESS East Laurens Comprehensive High School
Dublin, GA 31021

TELEPHONE NO. (912) 272-3144 ORDER NO. 2007

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Using the information that you prepared in the preceding task (2006), record the amount, kind, and value of the office supplies on the forms provided.

SPECIAL INSTRUCTIONS Each supplier and each category of items (i.e., Recordkeeping, Auditing, Banking, Typing) should be recorded on a separate record page. Be sure that you type the forms.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

VOT MATERIALS RECORD FORM

SUPPLIER _____ AREA: _____

DATE _____

QUANTITY	CATALOG #	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL PRICE

TOTAL _____

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Dana Flynn

TITLE Supervisor

DEPARTMENT Mailing

ADDRESS Express International

4212 Express Drive

Vidalia, GA 30474

TELEPHONE NO. (912) 537-7931 ORDER NO. 2008

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Figure the postal rate for each item listed and fill in that information on the attached forms.

SPECIAL INSTRUCTIONS Ask your supervisor for either a postal manual, Poster 103, or Notice 59, "Postage Rates, Fees, and Information", November, 1981.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Page 63-66 removed because they were duplicate forms

1. A letter weighing 8 ozs. _____

2. A newspaper with an article about your company mailed to your branch offices weighing 4 ozs. with second class mail privileges. _____

3. A letter weighing 6 ozs. _____

4. A letter sent by certified mail would require a certified charge of what amount in addition to the regular postage. _____

5. A letter weighing 2½ ozs. _____

6. Merchandise samples (third class mail) weighing 2 ozs. _____

7. A Business Reply card with postage also on the reply half. _____

8. A package weighing 16 lbs. to Zone 3 using the Priority Mail Rates. _____

9. The cost of mailing a package weighing 16 lbs. to Zone 3 under Fourth Class. _____

10. A 2 lb. catalog sent fourth class catalog rate to Zone 6. _____

11. The charges for special handling for a package (shipment contains glass products) weighing 8 lbs. that would be in addition to other postage. _____

12. The cost to add special delivery to first-class mail weighing less than 2 lbs. _____

13. The cost for a return receipt showing to whom and when delivered. _____

14. How much would the insurance fee be for coverage against loss or damage (in addition to postage) if the liability was $130. _____

15. What is the fee for special handling if the weight is more than 10 lbs. _____

16. How much does it cost to add special delivery to first-class mail weighing more than 2 lbs. but less than 10 lbs. _____

17. What would the required postage be for first-class to Zone 8 for a report weighing 1.5 lbs. _____

18. To insure a package for 350.00, the fee (in addition to Postage) would be what amount. _____

19. A parcel-post package, weighing 6 lbs., addressed to a city in Zone 4, marked "Special Handling." _____

20. A parcel-post package weighing 20 lbs. sent to Zone 7 and insured for $200. _____

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Dana Flynn

TITLE Supervisor

DEPARTMENT Mailing

ADDRESS Express International

4212 Express Drive

Vidalia, GA 30474

TELEPHONE NO. (912) 537-7931 ORDER NO. 2009

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Look up the ZIP Code for each address listed and type the complete addresses on large (No. 10) envelopes.

SPECIAL INSTRUCTIONS Ask your supervisor for a ZIP Code Directory.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

List of Addresses

Addison Suppliers
666 Monroe Street
Anderson, AL

Curtis Enterprises
1601 South Street
Pell City, AL

Sheffield Office Supply
1515 Lakes Boulevard
Fernandina Beach, FL

Randall Brothers
2728 N. Shore Drive
Inverness, FL

Thompson Wholesale Supply Company
2101 First Street
Palatka, FL

Georgia Pacific Company
614 N. Main Street
Fitzgerald, GA

Mr. John Murphy
614 Main Street
Dudley, GA

Mr. James Lewis
618 Beech Street
Dry Branch, GA

Mrs. Rita Young
18 South Street
Davisboro, GA

Bryant's Wholesale Specialities
214 S. Monroe Street
Commerce, GA

Collins Supply
Wrightsville Highway
Bartow, GA

Branch Production Company
710 Ridgewood Avenue
Douglas, GA

Tri Service Office Supply
125 High Street
Griffin, GA

Plummer Electric
1205 Shamrock Drive
Lakeland, GA

Akridge Computer Sales
209 North Street
Greenwood, SC

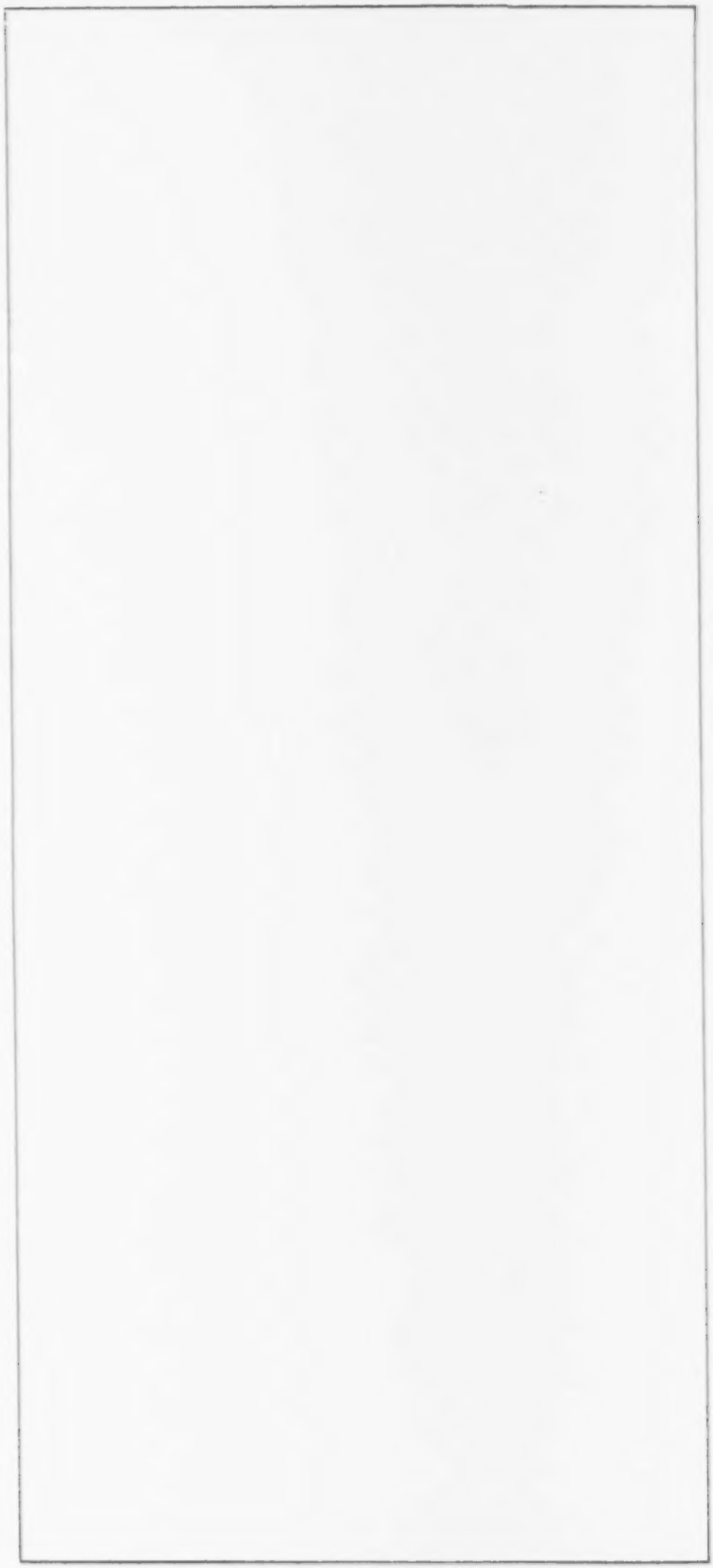
Powell Supply Company
105 N. Franklin Street
Hardeville, SC

Graham Insurance Company
707 Broad Street
Hilton Head Island, SC

Horne Realtors-Insurors
213 Elm Street
Cullowhee, NC

First State Bank
Springdale Drive
Cherokee, NC

Wills Office Supply
501 Pine Forest Drive
Oak Ridge, NC



VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Linda Blackmore

TITLE Supervisor

DEPARTMENT Central Clerical Services

ADDRESS Habersham Marketing Associates
69 Cornelia Boulevard
Cornelia, GA 30531

TELEPHONE NO. (404) 778-7161 ORDER NO. 2010

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK The attached sheet of calls were received while the persons called were out of their offices. Record the messages correctly on the telephone message forms provided.

SPECIAL INSTRUCTIONS The date of all calls received is January 8 of the current year.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Pages 73-91 removed. Duplicate forms.

The following telephone calls were received on January 8, 1985, while the persons called were out of their offices. Record the messages correctly on telephone message forms.

1. James K. Jones of Highland and Company in Asheville, NC, called William Andrews at 9:30 a.m. regarding P. O. 8540. He will call back around 2 p.m.

2. Susan B. Heimer called Earl Heimer, her husband, at 10 a.m. She has not been able to find a babysitter for tonight and wonders what she should do.

3. Alice Grant returned the call of Paul Linden at 10:30 a.m.

4. Alfred Davis called John White at 11:45 a.m. Mr. Davis would like for Mr. White to call him as soon as possible regarding their luncheon meeting scheduled for Thursday. His telephone number is 803-445-2857.

5. Bob Barron called Len Fordham at 3:30 p.m. Mr. Barron wants to schedule an appointment with Mr. Fordham on Friday of next week.

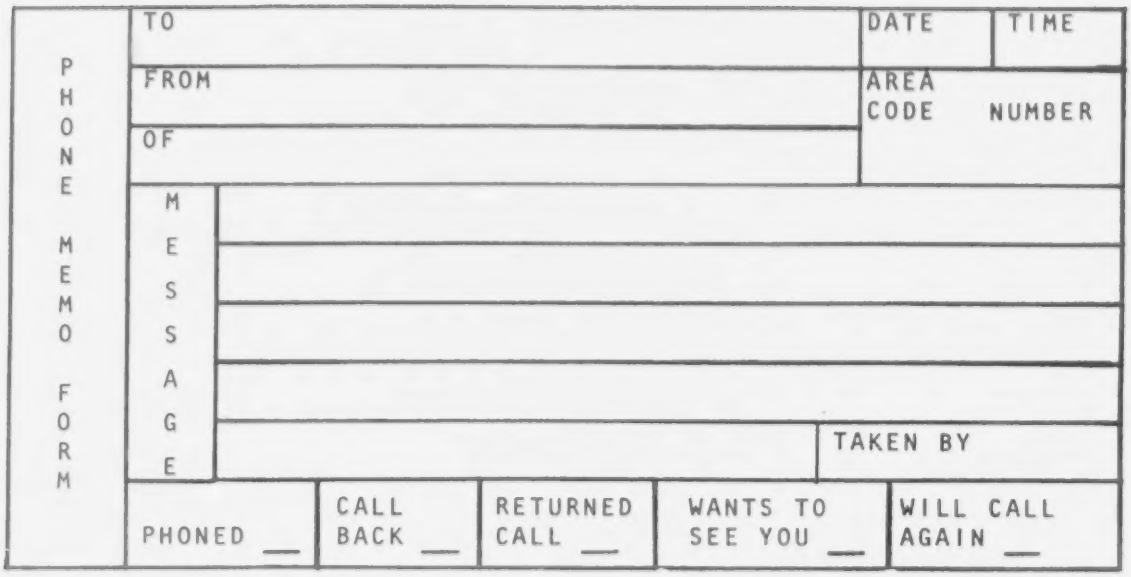
PHONE MEMO FORM

TO	DATE	TIME
FROM	AREA CODE	NUMBER
OF		

MESSAGE

TAKEN BY

PHONED __	CALL BACK __	RETURNED CALL __	WANTS TO SEE YOU __	WILL CALL AGAIN __


PHONE MEMO FORM
TO
DATE
TIME
FROM
AREA CODE
NUMBER
OF
MESSAGE
TAKEN BY
PHONED __
CALL BACK __
RETURNED CALL __
WANTS TO SEE YOU __
WILL CALL AGAIN __

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Mitchell Frazier

TITLE Supervisor

DEPARTMENT Document Processing

ADDRESS Data-Doc Corporation

2000 Future Drive

Sycamore, GA 30094

TELEPHONE NO. (912) 997-8973 ORDER NO. 2011

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Proofread, locate and correct all errors in the attached documents. Type the corrected documents in final form.

SPECIAL INSTRUCTIONS _____

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Pages 96-98 removed. Duplicate forms.

March 16, 1984

Jeffery C. Neesley
4378 E. Washington
Yates Center, Kansas 66783

Dear Mr. Neesey

Thes morning by phone i breifly discussed this matter with your wife. As you can see from the enclosed letters and records i am concerned about my loss of $250.00 because of gas bills not paid by the aboue-mentioned t3nant.

Theese utility bills are the sold responsibility of the tenant as per our lease agreement. i wish to pursue this matter in small claims court in order to reclaim the said amoutn.

Our agreement upon termination of the lease was that the tenant would apy the final gaz bill also. This was not carried out. From the enclosed zerox copy you can readily see that i have paid the bill.

We also gareed that i would wiaver rent for Janury, 1984 in the amount of $150.00 and the gas bill in the amoun of $69.45 on the premise that i would recieve a copy of charges for the pointing paneling and cargeting done. I never recieved such a staeement.

In short i want to reclaim all the money for gas bills incurred by the tenant that they did not pay. i would also like a complete itemized statement of the remodeling done. An itemized statemnt of the gas bills not paid are enclosed. If you will require copies of the actual bills, palease let me know.

Thank you for your help in this matter. Please inforn me as soon as possible about the feasibility of presenting this matter to saml1 claims court if you think that you can.

Sincerely yours,

Sidney F. Landsubry

xx

February 9, 1984

Earl Abbey
Chapareal Industries, Inc.
103 E. Rutledge
Yates Center, Kansas 66783

Dear Mr. Abgey:

Thamk you so much for notifying us of your plans to relocate your offices. We certainly hope you will be assured of success in your new location.

We are of course appreciative of the upgrading you have done. Therefore we feel that the arrnagement you suggested for adequate reimbursement is quite acceptable. However, we could not find the copy of charges for the carpet, as you had indidated in your letter.

To date my agent has informed me that you have not yet cleared the premises. Therefore I would like to ask yhat you take care of the current gas bill up through the date of your departure. We have transfetred the Union gas system to my name in order to keep the water pipes from freezing in extreme cold.

If you would please leave the keys to the complex with Norma Hansen at the State Exchange Bank, I would be most appreciative.

Thank you for your cooperation and best wilhes on your move.

Sincerely yours

Sidney F. Landsbury
Manager

xx

July 20, 1984

Myron Manufacturing Corportion
61 West Hunter Ave.
Newardk, New Jersey 07607

Gentlemen:

On Februrary 21, 1984 we submitted an order to you for 250 slim Jim Pocket Calanders and 25 Desk Planners. It was our understanding that we were to recieve too free gifts for these orders which we acknowledged and returned to you on your acknoledgement slip. We have inclosed a copy of this slip.

Please check your records and let us know how we may be of assistance to you in corredting this matter.

Sincerely yours,

Leoni J. Thompson
Assistant Manager

xx

March 21, 1984

Joseph R. doelman
5847 Barnesville St.
Thomaston, Georgia 30286

Dear Mr. Doelman:

Our C. P. A. has brought yur account to our attnetion as being delinquent and past due. We must ask that you contact us concerning the amount owing which is $54.86. We cannot continue to carry this balance ohn our records any longer.

Please call our office before April 15 1984. We are ready willing and able to help. Our services were rendered in good faith and we expect payment for such.

in order to avoid further legal action we must have your immediate attention to thes matter.

Sincerely your

Jerry S. Sanders, M. D.

DEFINITIONS

1. Adjunctive: Medicinal
2. Aponeurotic: Pertaining to a fascia
3. Fascia: Grisly membrane (grisle)
4. Myofascitis: Inflammation of a muscle and its fascia, particularly at the point at which the fascia inserts from muscle to bone
5. Myositis: Inflammation of a voluntary muscle
6. Myodysneuria: Impairment of the nervous power relating to muscles
7. Neuralgia: Pain in a nerve or nerves or radiating along the course of a name applied to pain which may result from any one or more of a great variety of conditions
8. Neurodocitis: Inflammation of nerve roots resulting from compression in osseous or aponeurotic canals outside of the meninges
9. Neurogangliltis: Inflammation of a neuroganglion, which is a mass of nervous matter
10. Neurogangliltis: Inflammation of a neuroganglion, which is a mass of nervous matter
11. Neurothlipsis: Pressure on a nerve or irritation of a nerve
12. Paresthesia: An abnormal sensation such as burning prickling etc.
13. Plexus: Network of nerves or veins
14. Radiculitis: Inflammation of the root of a spinal nerve escecially of that portion of the root which lies between the sponal cord and the intervertebral canal
15. Subluxation: Incomplete or partial dislocation

Hypoglycemic Diet

It is very important to avoid all sugars. Four of five smaller meals each day instead of three large ones are recommended in order to keep the sugar level constant throughout the day. Following are q list of flIds that are high in protien and low in carbohydrates an important key in stabelizing the blood sugar. Please follow these suggestions closly. Amounts to be consumed at any one time are also listed.

DAIRY PRODUCTS

Cheddar Cheese	1" cube
Swiss Cheese	1' cube
Whole Mild	1 cup
Butter	1 Tbsp.
(Avoid manyonnaise, salad dressings)	

FRUITS

Strawberries, Raw	1 cup
Cantaloupe	½ melon
Apples, Raw	1 med.
Avocado	½
Olives, Ripe, mission	10
Fresh Orange Jucce	1 cup
Tomatoe Jucie	1 cup
Apple Juice	1 cup

CEREALS

Farina, cooked	1 cup

BREADS

Gluten 1-2 slices/day

NUTS

Peacans	1 cup
Peanuts, Roasted	1 cup

MEATS

Avoid:
Pork, corned beef hash liver sausage canned meats fried meats. All others acceptable. 3-4 ounces.

VEGETABLES

Radishes, Raw	4 Small
Asparagus, cooked	1 cup
Carrots, Raw	1 cup
Snap Beans	1 cup
Broccoly	1 cup
Cauliflower	1 cup
Lentils	
Mushrooms	1 cup
Peas	1 cup
Pumplin	1 cup
Summer Squash	1 cup
Tomatoes	1 cup
All green leafy vege-are accepatble	1 cup

EggS

Whole, poached scrambled or boiled	1 med.

LIMIT THE USE OF OILS IN THE DIET USE EITHER VEGETABLE OR SAFFLOWER OIL. MEATS SHOULD BE BROILEE BAKED OR STIR FRIED.

SEAFOOD

All kinds acceptable. Very
good source of high protien.
3-4 ounces

ABSOLUTELY AVOID HONEY SUGAR RICE CORN POTATOES AND OTHER STARCHY VEGETABLES PAPCORN POTATOE CHIPS CANDY CAKES PIES COOKIES ICE CREAM ALCOHOLIC OR COLA BEVERAGES GINGER ALE COFFEE TEA (HERB TEA IS ACCEPTABLE). STEAMED OR RAW VEGETABLES ARE BEST.

HOW TO BE A GREAT RECEPTIONIOT

As a receptionist you have been hired to officilally welcome all callers to your place of business--wanted or unwanted. This report will helpyou to become a great receptionist.

There are many important aspects ro being a great receptionist. Basically, I think we could sum it all up in t3en phases:

1. Punctualit-
   You must always always be on time. How can you welcome the callers if you arrive after they do? Renember you are the first representative of the company that the caller contacts--you promote your company's image.

2. Organizaitn and Neatness
   The first thing you must do in the morning is organize your work and activities for the day. Set your priorities. Do you have a detailed report that needs to be typed and proofread by noon? Do that first. Make sure you are aware of any appointments yur employer needs to keep. Do not be disorganized. It will disturb the whole company if you do not seem in control. Renember you refloect the company's image to others. No matterhow much work you have to do be neat--do not scatter your work everywhere. Its also your job to keep the office area neat. Re-organize the magazines swceral times eduring the day. Pick up trash off the floor if necessary. And always have any filling finished and all work materials put away by the end of the day.

3. Grooming
   You must comforn to your employers wishes in thsi area. Do not be sloppy or immodest. Peronal hygiene is very importamt. Jeans are definitely out. You must present yourself as a polished condident professional. Your grooming reflects this. Ask your employer what is his dress code and comforn to it. For example if you work in a doctors office uniforms may be required. It is your responsibility topay for these (Purchasing them is tasx deductible by the way). Yor shoes should be polished, clothes pressed your makeup should not be overpowering but some is necessary. Your posture is important to. Stand erect. Your body lanuage conveys your attitude about your job.

4/ Routine

It is vitally important that you have a routine. You must decide for yourself what jobs are to be donedaily weekly and monthly. Daily you should make sure the penciss in the office are sharpened filing is done the answering servece is called and any message distributed your machinery and equipment is clean and in working order. Weekly you might be required to water plans type special leetters or memos or dust. Monthly you might be expected to type checks clear out old and abused magazines make sure certain records are in order.

5. Self-Starter

Do not wait around to be told what to do. Find something to keep you busy. Try to learnsomething new about your mob or your company every day. This will keep your interest up in your job. And if you are interested youll be inter3eting to others. Invent better ways to perform your job--better and more effeceint methods are always a plus in any employers eyes. Re-organize your filling system. Take inventory of your office supplies to make sure everything you meed is at hand. Ask others in the office if you can assist them which brings us to . . .

6. Know Others Jobs

Now we are coming to the challinging part. This may be the key to your employer viewing yuou as a valuable part of his company. Always be eager to learn about your co-workers jobs. If you run out of thisng to do, ask if you may help with their overflow. Be curious about the particulars of thire job. Ask them questions. Be willing to help. If they go on vacation get sick or sudeenly have to leave the office you may be a real asset in keeping the office running smoothley.

7. Learn about the Company

Are you working for a law firm for the first time? Read upon any terms that might be unfamilar to you and keep a typed list of defenitions handy at all times. is your job in some area your are tottlly unfamilar with, say, working for a chirOpractor. Raed a book or too about it. Develop interest in your company. This way when callers ask you uestions you will be able to answer then without asking your employer dfirst. Any you will feel more qualified to do your job.

Now we come to probably the three most important things in your job:

8. Tact

Tact is one of the hadest things to proctice,

sepecially when you have an unwanted or rude caller. Webster's defines it as "a keen sense of what to to or say in order to maintain good relations with others or avoid offense." This definitely takes some practice, but it is vitally important to keeping your callers happy. Remember, they are usually calling on you to employ your company's services. Some rules of thumb are: never return reudeness to a rude person. It only promotes soem kind of argument; kind words from you will usually immediately soften the attitude of the caller and help you to find the real cause of the problem; offer your assistance to correct the problem if there seems to have been any misunderstanding on the part of you, your employer or your company. Explain your position in specifics and with common words--it is not the time for vagueness and ambiguity. However, do not tolerate degrading or vulgar language and references--be loyal to your company and defend its reputation based on your knowledge of its past dealings with its customers.

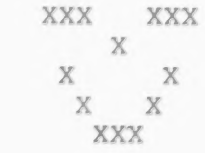
9. Phone Manners

How people respond to you on the phone is a good indication of how they will respond to you in person. Always be courteious. When the situation calls for it, show concern for the caller's feelings on a matter. Be prepared to give detailed explanations of your company's services and procedures (have a typed list handy if need be). And always try to smile when talking on the phone--even then it transmits cheeriness and warmth.

10. Smile

This brings us to the final phase in our summary. I have saved it until last, becasue I feel it is the most important. When any caller comes in, regardless of what you are doing, raise your head, hold their eye contact for a moment or two, acknowledge them and SMILE. Smiling needs your constant practice. Smiling makes you approachable, confident, and outgoing. Your callers need you to smile to reassure them and let them know that you are genuinely concerned about them. Smiling promotes healthier outlooks and attitudes. Do not be afraid to smile--it is hard to overdose on happiness. And when you smile, others smile back at you. Smiling is the first important communication you can give personally from your company to your caller.

S ensitiviyt to others
M ental attitude
I nitial communication
L iveliness
E agerness to help



VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Dorian Daniels

TITLE Customer Services Representative

DEPARTMENT Document Processing and Controls

ADDRESS Data Info, Limited

3412 Cedar Groves Road

Thomaston, GA 30283

TELEPHONE NO. (912) 541-9121 ORDER NO. 2012

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Proofread and correct all documents using proofreader's marks. Type the corrected documents in final form.

SPECIAL INSTRUCTIONS Use letterhead where appropriate.

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____ _____

March 18 1984
Sharon Alberetta
20938 E. Paces Ferry rd.
atlanta, Ga. 30311

Deer Miss Alberetta
I hate collection agencies.

No, Im not being sarcastic; they cost us mony, hurt the pateints credit standing, and give peple the ideal that were against them.

Actualy we stil want to do all we can for you. Our health care faculties are still open to you. And i personaly will do everything I can to help you take care of your financial obigations.. in a way that is considerate fo your financial siteation and your personal dignity.

Frankly there's not much more i can do but many peole have thought its a lot even after this long a time, people have called me, and weve worked something out. And do you know, there are very few accts. that this office has had to turn over to collection agencys.

think of it this way; many people have tired to ignore an ilness four months befour they went to see the dr. The pateint felt worse then he wuld have if hed come right away; but still the dr. wus abel to help.

i work the same way. ples call me at 547 8964 by no latter then March 30 youll find that im still ready willing abd abel to help.
Very Truly Yours, Patricia Elberton, Asst. Office Mgr.

March 25 1984

Ga. Unemployment Ins. Appeals Board
2483 W. P'tree St.
Atlanta, GA 30309

Gentlemen:

Re: Protest Statement of Reserve Acct.
Acct. No. 9847520
Date of DE 1101G: 4-28-83
Amt. of Charges : $ 106.87
Name of Clamant: George f. Heinsbrook

This letter is our 3rd protest made in response to charges made to our reserve acct. for the computation date May 30, 1983.

The Employment development Dept. has stated to us in a letter dated April 18, 1984 that we didn't submitt our 1st protest two thier office with in the time frame re-quired by law. However that statement is not true; they seem to have know record of or 1st protest, only our 2nd. We fell that such corespondance has been misplaced or overlooked in light of the fact that Mr. Heinsbrook was not fired form our office but quite of his own accord to re-locate to a nother area. We feel that these charges applied to our acct. are not fully justifiied.

Please give this mater your consideration immediately. We will be awaiting your reply.

Very truly yours,
Brian D. Brown, D.C.
xx

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

August 22, 1984

Albert Rogers
Attorney at Law
12335 Victory Dr.
Savannah, Georgia 31406

Dear Mr. Rogers,

Re: Carmen Selmas

Enclosed you will find the liens and authorization on the above-named patient Please sign, date, and return one (1) cope to oru office! You should keep one copy for your flies.
We would appreciate it if you would keep us up to date as to the status fo this case
Thank your for your coperation in this matter.

Very truly yours,

Brian D. Brown, D.C.

xx
Enclosures

June 1, 1984

Robert M. Joyner, Attorney At Law
Joyner and Joyner Law Corp.
Union Station Bldg.
34868 Peachtree St., Suite 586
Atlanta, Georgia 30310

Re: Albert Nevaret
D/A: 4-30-82

Dear Mr Joyner

Enclosed you will find a medicle report on the above-named patent as per your request We have also inclused a copy fo the pateint's up-to-date medicle billing.

Please let us know if you need more info. or if u have fruther questions. we can prepare a narrative report for you; if you find it necessary we charge $15 per pg. for such a report. Give us some advance notic should you require one by a certain date

Thank you for your corporation. We will bee looking forwerd to hearing form you in the future.

Very truly Yours,

Brian D. Brown, D.C.

Enclosures

July 20, 1984

Richard B Davison
P. O. Box 3487
Lyons, GA 30436

Dear Mr. Davisoon:

Enclosed you will find a copy of or monthy "Chiropractic Gram. Included in ths months issue is our Case of the Month" Feature. Since Mr. Stepen Smith is the pateint high lighted here he asked us if we would send you a copy, "hot off the press" We are more than happy to oblig.

If you enjoy this and the other Features of our mailer, fell free to droop us a line and we can put you on our maling list.

Yours naturally For Better Health

Brian D Brown D C

Sept. 13, 1984

Detergen
385921 East Atlanta
Atlanta, Georgia 30309

Gentlemen

This leter is an inquiry regarding an order we placed with your regarding sox canisters of Deturge

We have called your ofice many time to find out why or order has not been filled yet we have never ben abel to reach you. we certainly hop there is not a problem with our order yet we feel there must be something wrong as we placed this order mor then a month a go.

Please contact us regarding this matter immediately we need our order of Deturg rite away, and we do have an acct. with you so that should retify any problem. let us know if we may be of assistances.

Very Truly Yours

Brian D. Brown D C

xx

Sept. 23, 1984

frank P Canter
605 Twin Towers Bldg
P.O. Box 2389
Everett Washington 98203

Re: Order on 11-29-83
Check No. 5084

Dear Canter:

On the above mentioned date our office ordered sum excercise books form your company. As of this date 9 mos. later, we have not received this order from you or any notice re a delay of sum kind Would you pleas check in to this matter for us?

Your corporation in this mater would bea most helpful.
Your prompt reply is expected.

Very Truly Yours,

xx

February 4 1983

Thom Mathis
53854 Harlo St.
Long Beach Calif. 90808

Dear Mister Mathis:

Enclosed you will find some pamlets that Mister Quinn re-quested we send to you.

We certianly hope this info. will answer any qestions you may have re-garding chiropractic. if this info. doesn't adequately answer ALL your questions or you need fruther info please contac our office.

let us now if we can be of any assistants to you in the future.

Brian D. Brown, D.C.

May 9, 1984

Edith Berring Long
7564 W. Peachtree St.
Atlanta, Georgia 30311

Deer Mrs Long:

Enclosd you will find a statement on your sun Chas. Long. The amount indicated is due and payable up on reciept of this leter.

If you now of Mister Longs wherabouts pleas give us that info. immediately if we do not have paymen in full for 7390 with in thirty days form the date of this letter we well have now chooce butt to submitt this matter to our collection agency
We have don, absolutely, all we can.

Vty,

BDB, D.C.

xx

April 6, 1984

The Acupuncture Ed. Center
13757 N.E. 3rd Crt. No 210A
N. Miami, Florida 33161

Gentleman:

Recently, I attended your seminar con-duced Feb. 12-19, 1984 at the Sol carit hotel coyumel Mexico. There I met and talked with Doctor Ralph Alan Dale and I was very much impresed with his ave. of approach.

Consequently I have become very interested in attending another 1 of your senimars perferably your Introductory program in the Fla. series of Weekend Seminars. Wuld you pleas send me detailed info. on the dates and locasions of this serious? Also I wuld apreciate beeing included on your mailing list and i would all so be happy to recieve any other printed materials that you make availabel on your acupuncture programs.

Enclosed you will find one of my monthly mailers which has a circulation of about fifteen hundred in my immediat area i hope you enjoy it.

I will be looking forward 2 hearing form you shortly.

Very truly yours

Brian D Brown D C

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Eric Brownlee

TITLE Records Supervisor

DEPARTMENT Records Control

ADDRESS Records Management, Inc.

420 Lamar Boulevard

Jonesboro, GA 31412

TELEPHONE NO. (404) 924-1212 ORDER NO. 2013

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Type the following names on file folder labels in indexing order.

SPECIAL INSTRUCTIONS _____

WORK ASSIGNED TO _____

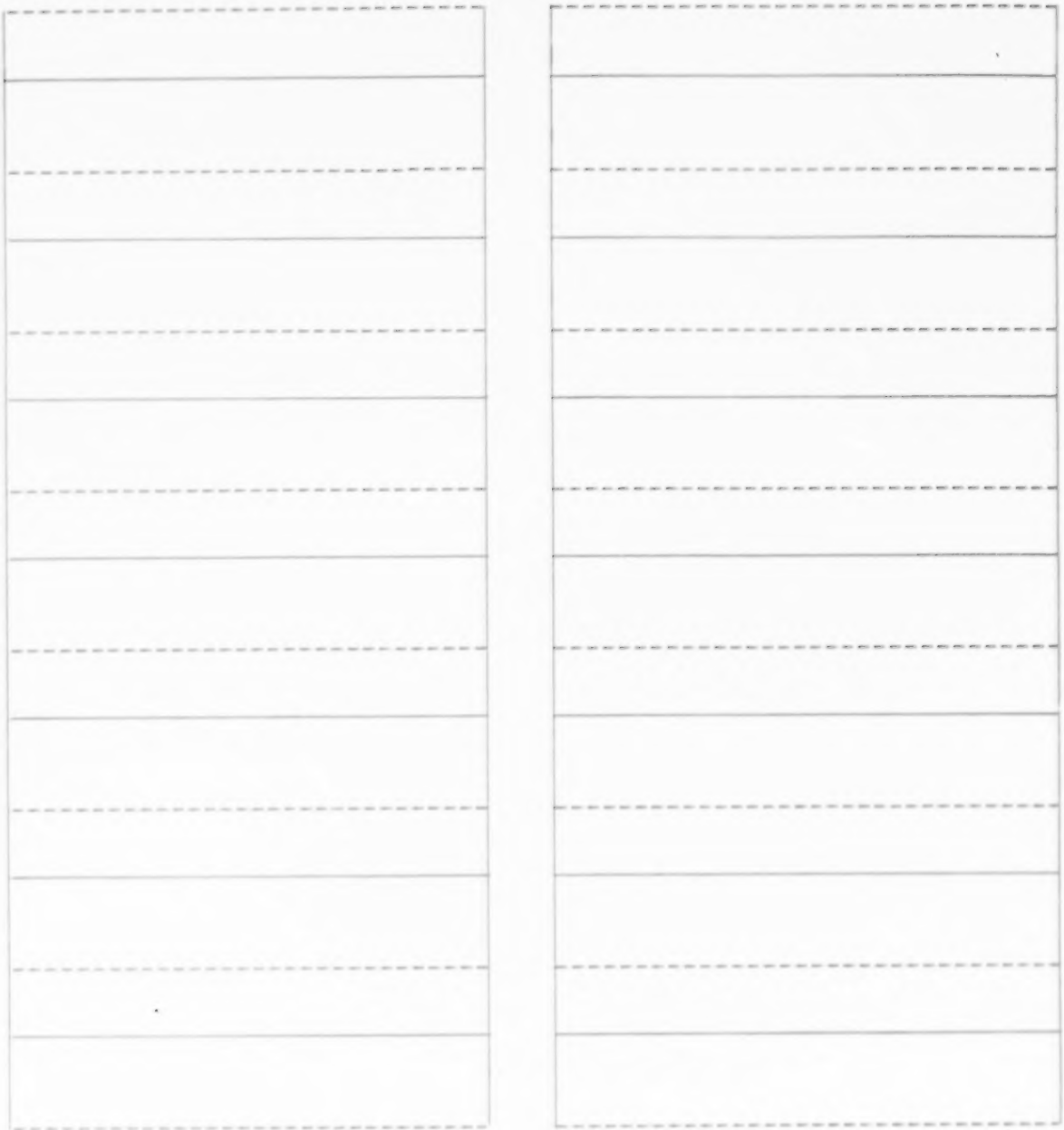
DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Pages 122-129 removed. Duplicate forms.

Type a file folder label for each of the following. (Correct all errors)

1. Adams, Alicia Ann
2. Adams, Sharla Karen
3. Allen, Andy Brian
4. Amano, Kenichi Hank
5. Arnold, Linda Kaye
6. Arrington, Doris Lea
7. Atwater, Stacy Ann
8. Baker, Robert Lee
9. Banks, Edith Ann
10. Banks, Richard B.
11. Barfield, Sherrie L.
12. Battle, Johnny Mack
13. Beckham, Johnny Michael
14. Bell, Jason Reid
15. Blackstock, Rhonda Kay
16. Blount, Bobby Ray
17. Blount, Keith Brian
18. Boyt, Ricky David
19. Branson, Vickie Lynn
20. Buchanan, Lee Arnold
21. Burrow, Martin John
22. Byrd, Gregory Michael
23. Chaffin, Amy Denise
24. Clay, Donna Leann
25. Coleman, Terry Lang



VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Joan DeMott

TITLE Records Manager

DEPARTMENT Business Documents and Records

ADDRESS Jones Enterprises

4546 West Peachtree Street

Atlanta, GA 30032

TELEPHONE NO. (404) 284-9364 ORDER NO. 2014

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Sort these docuemtns according to the alphabetic, numeric, geographic, and subject filing systems as indicated.

SPECIAL INSTRUCTIONS _____

WORK ASSIGNED TO _____

DATE COMPLETED _____ PICKED UP ____ DELIVERED ____

APPROVED BY: _____

Pages 133 & 134 are duplicate forms

Sort incoming mail: (Alphabetic)

The following employee checks should be alphabetized and placed in the appropriate boxes.

1. Hardy C. Mitchell
2. Sonja L. Stewart
3. Steven R. Hardy
4. Betty J. Thomason
5. Joann P. Franklin
6. J. J. Drake
7. Creola D. Kendall
8. Lois T. Sullivan
9. Thomas B. English
10. Patricia R. Henderson
11. Marjorie A. Dean
12. H. J. Kendall
13. Richard T. DeWitte
14. Joseph C. Worthy
15. Bradford P. Brown
16. Phyliss R. Jennings
17. George K. Dyche
18. Ann Marie McDaniel
19. Marcia L. Perdue
20. Patricia A. Smith
21. Virginia C. Reddick
22. T. C. Swift
23. Virginia D. Calhoun
24. M. C. Traylor
25. William Ira Reddick
26. Phyliss B. Johnston
27. Barbara T. Long
28. Cleveland R. Hendrix
29. Robert T. Holloway
30. Beatrice R. Wills

(Numeric) These invoices should be paid within the discount period. Please file according to the due date:

1. Invoice #354; Terms: 2/10, n/30
   Date of entry - June 2, 1984

2. Invoice #780; Terms: 3/5, 2/10, n/30
   Date of entry - June 7, 1984

3. Invoice #355; Terms: 2/10, n/30
   Date of entry - June 20, 1984

4. Invoice #1316; Terms: 2/10, 1/15, n/30
   Date of entry - June 16, 1984

5. Invoice #356; Terms: 2/10, n/30
   Date of entry - June 28, 1984

6. Invoice #2280; Terms: 2/10, 1/15, n/30
   Date of entry - June 28, 1984

7. Invoice #357; Terms: 2/10, n/30
   Date of entry - July 1, 1984

8. Invoice #792; Terms: 2/10, n/30
   Date of entry - July 6, 1984

9. Invoice #1412; Terms 2/10, 1/15, n/30
   Date of entry - July 10, 1984

10. Invoice #2301; Terms 2/10, n/30
    Date of entry - July 14, 1984

11. Invoice #358; Terms 2/10, n/30
    Date of entry - July 17, 1984

12. Invoice #794; Terms 2/10, 1/15, n/30
    Date of entry - July 20, 1984

13. Invoice #1418; Terms 2/10, n/30
    Date of entry - August 2, 1984

14. Invoice #2310; Terms: 2/10, n/30
    Date of entry - August 5, 1984

15. Invoice #360 - Terms: 2/10, n/30
    Date of entry - August 8, 1984

16. Invoice #1420 - Terms: 2/10, n/30
    Date of entry - August 12, 1984

17. Invoice #2315 - Terms: 2/10, 1/15, n/30
    Date of entry - August 15, 1984

18. Invoice #365; Terms 2/10, n/30
    Date of entry - August 18, 1984

19. Invoice #796; Terms 2/10, n/30
    Date of entry - August 21, 1984

20. Invoice #1427; Terms 2/10, 1/15, n/30
    Date of entry - September 1, 1984

21. Invoice #2401; Terms 2/10, n/30
    Date of entry - September 3, 1984

22. Invoice #368; Terms 2/10, n/30
    Date of entry - September 6, 1984

23. Invoice #800; Terms 2/10, n/30
    Date of entry - September 9, 1984

24. Invoice #1430; Terms 2/10, n/30
    Date of entry - September 11, 1984

25. Invoice #2409; Terms 2/10, n/30
    Date of entry - September 13, 1984

26. Invoice #371; Terms 2/10, 1/15, n/30
    Date of entry - September 14, 1984

27. Invoice #805; Terms 2/10, n/30
    Date of entry -- September 16, 1984

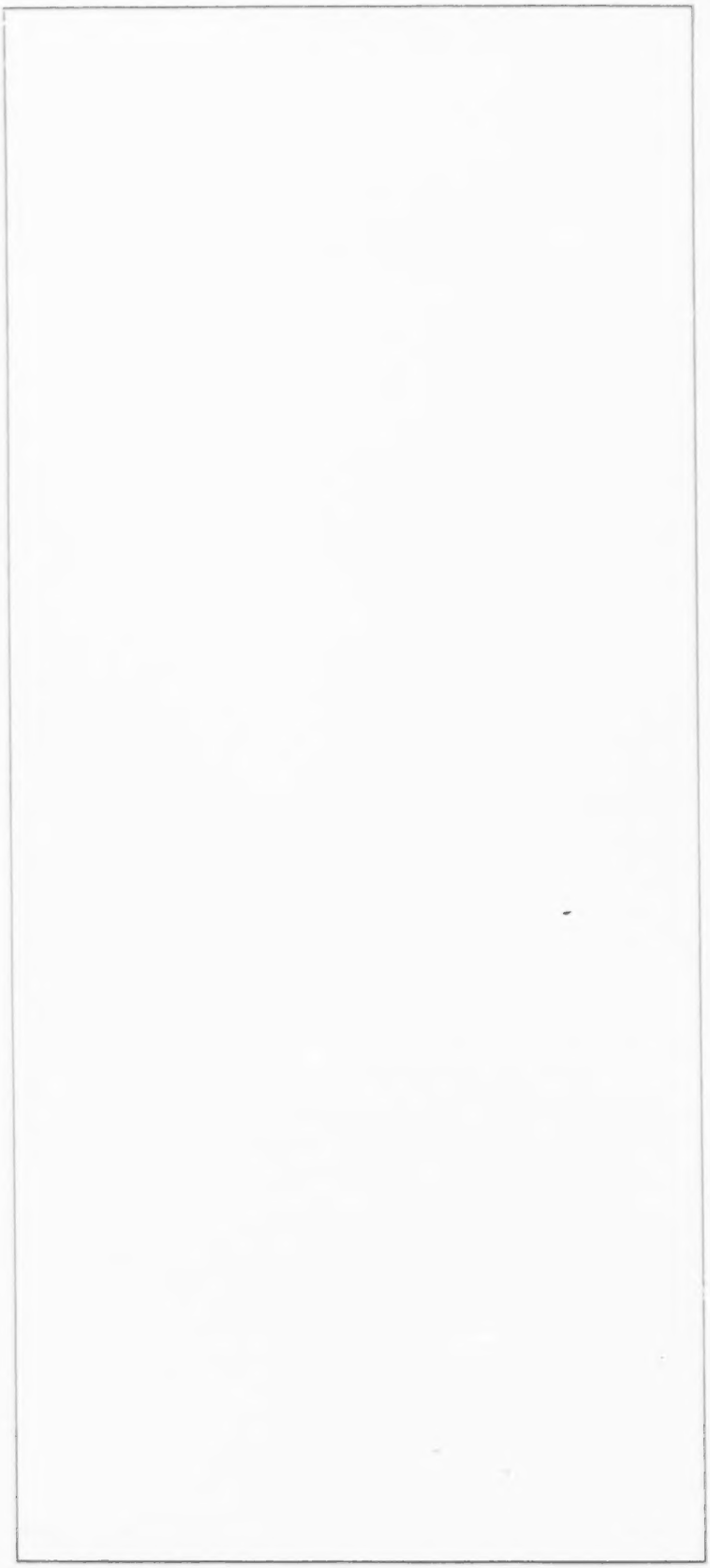
28. Invoice #1436; Terms 2/10, n/30
    Date of entry - September 18, 1984

29. Invoice #2415; Terms 2/10, n/30
    Date of entry - September 23, 1984

30. Invoice #810; Terms 2/10, 1/15, n/30
    Date of entry - September 25, 1984

(Subject and Geographic) Please separate the following according to subject filing system. Send all bills to Stella McBride, at our Central Office; all departmental advertisements to individual teachers; curriculum and transcripts go directly to our Assistant Principal, and direct any advertisements concerning equipment, to the Principal's office. (routing these geographically)

1. Georgia Power Company
2. Southern Bell Telephone Company
3. Southwestern Publishing - Catalogs
4. Greg McGraw Hill - Business Office Simulation
5. Random House - Computer books
6. Troll Book Company - Student workbooks
7. Atlanta Gas Light Company
8. Diversified Telephone Company - Service agreement
9. Coca Cola Company
10. French's Ice Cream
11. Champion Gym Suits - P. E. apparel
12. Arrow Plastics - Spirit ribbons
13. Voltex Jackets - School Jackets
14. Josten's - Yearbook Company
15. Transcripts from other schools
16. Carolina Pad and Paper - School notebooks, pencils, pens, etc.
17. CESA - Griffin, GA - Supplies
18. Georgia School Supply in Macon - Supplies
19. Thomaston Pest Control
20. Thomaston Florist
21. Holloway Bookkeeping and Printing
22. Thomaston Office Equipment
23. Teacher Retirement Association - Information
24. School Staff Inc. - Fund raising company
25. K Mart - Machines
26. Thomaston Building Supply - tools
27. Atlanta Constitution - paper - comes daily
28. Thomaston Times - Paper - comes twice/week
29. Standard Life and Casualty Insurance
30. Hensley Office Equipment - Service Copier



Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the department's effort to implement this nondiscriminatory policy.

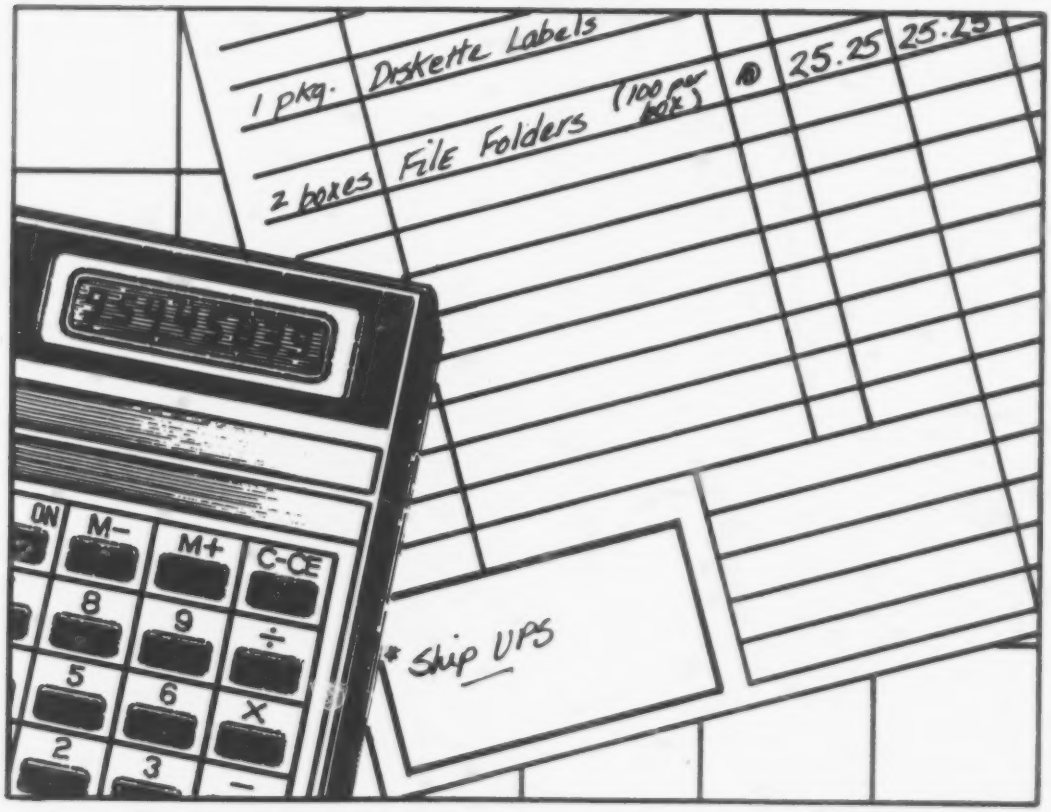
Title II - Ann Lary, Vocational Equity Coordinator
Title VI - Peyton Williams Jr., Associate Superintendent of State Schools and Special Services
Title IX - Myra Tolbert, Coordinator
Section 504 - Jane Lee, Coordinator of Special Education

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the department may be addressed to the persons listed above at the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

Pages 141-164 removed. Duplicate forms.

GA8513306

VOT Enterprises, Inc.



A CLERICAL TASK SIMULATION

EMPLOYER'S MANUAL

[Teacher's Guide]

Georgia Department of Education

Developed and Produced
Under Contractual Agreement with

Program Improvement and Evaluation
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1985

VOT ENTERPRISES, INC.

A Clerical Task Simulation

Prepared and Produced Jointly by

Ms. Lena McAfee
East Laurens High School
Dublin, Georgia

Ms. Martha Abernathy
R. E. Lee High School
Thomaston, Georgia

and

Georgia State University
Atlanta, Georgia

Project Supported by

Office of Vocational Education
Division of Program Improvement
and Evaluation
Georgia Department of Education
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1985

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FOREWORD

This clerical task simulation has been developed for use in office occupations programs at the secondary level. Its primary purpose is to give the student an opportunity to become familiar with the tasks and duties that may be performed by clerical personnel in a real work situation.

Appreciation is expressed to Mrs. Helen Cofer McClain, State Supervisor for Business Education, and Mrs. Floy Baker, Coordinator for Postsecondary Business Education Programs, for their continued support, encouragement, and leadership in this developmental effort.

Appreciation is also expressed to the many business education instructors throughout the state who field tested, evaluated, and provided invaluable feedback on these materials as a part of the revision process.

Mrs. Doris Rash-Wooten
Project Director
Office Simulation Project

GENERAL INFORMATION

VOT Enterprises, Inc. is a task simulation that is designed to acquaint the student with tasks and duties that may be performed in the accounting, clerical, secretarial, and word processing areas of work.

The task simulation is the simplest form of simulation to implement. It consists of small units that are designed to be completed in a relative short period of time - from fifteen minutes to one hour. Task simulations provide the first opportunity for students to apply previously learned skills in performing realistic office work. The purpose and objectives of the materials being used, as well as how the student's performance will be evaluated, should be explained to the students.

Components of the Simulation

VOT Enterprises, Inc. consists of four Employee's Manuals, four Employer's Manuals, and a set of cassette tapes. To add realism to the materials, the words Employee's Manual and Employer's Manual have been used instead of the traditional words of student work packet and instructor keys.

Each Employee's Manual contains the tasks that the student will be required to perform in a certain field; such as accounting, clerical, secretarial, and word processing. Most of the written materials that are needed to perform the tasks are included in each manual. However, there are some that must be acquired from the supervisor (instructor).

Each Employer's Manual contains the keys to tasks found in each Employee's Manual; for example, the Employer's Manual for

word processing contains the keys to the word processing tasks.

The cassette tapes contain information that is needed to perform certain tasks. The scripts to these tapes can also be found in each respective Employer's Manual.

EaCh Employer's Manual should be taken apart and placed in three-ring binders for easy access and use by the instructor. Each Employee's Manual should be taken apart, and the contents should be placed in an individual file folder with the student's name typed on it. Most of the tasks do not have to be performed in a particular order, and it is not necessary for all students to complete all of the tasks in a particular area. It is up to the instructor as to which tasks will be assigned to each student.

Supplies and Equipment

Most of the written materials that will be needed to perform the tasks are included in each Employee's Manual. However, there are some that must be acquired from the supervisor (instructor). A listing of the supplies and equipment that will be needed to perform each task is found on the guide sheet that precedes each answer key. Most of these items can be found in any business education classroom.

Time Clocks

If time clocks are available, the instructor is encouraged to use them as much as possible. By having to clock in and out, the students are gaining more knowledge as to how certain activities are performed in the real world of work. If time clocks are not available, the instructor is encouraged to have the

students fill out work hours on the time cards manually. The primary purpose of this activity is to motivate the students to be present and punctual every day.

Office Reference Manuals

All work that is performed by VOT Enterprises, Inc. must conform to acceptable standards. The instructor should determine which reference manuals the student will use in preparing outgoing work.

Personal Appearance

The instructor should encourage the students to give proper attention to the details of attire and grooming. In addition, they should be encouraged to be courteous and buinesslike in their conduct. Excessive personal conversation should be discouraged as it does not present a pleasing atmosphere to fellow workers.

Performance and Progress

The student should always know where he/she stands at VOT Enterprises, Inc. It is one of the instructor's duties to take time out on a regular basis and inform the student of his/her progress. Some of the purposes of keeping students up to date are:

1. To help them pace themselves in the performance of their duties.
2. To show them where improvement may be needed.
3. To let them know what the instructor thinks of their progress.
4. To help them map a route to better performace on the job.

In evaluating the student's performance, the following aspects of measurement should be considered:

1. Completion time
2. Mailability or usability of completed work
3. Organization and work habits
4. Attitude
5. Order in which work is completed
6. Decision-making ability
7. Resourcefulness

After completing the task simulation materials, the students should have a thorough knowledge of the kind of work that will be required of them in the accounting, clerical, secretarial, and word processing fields.

SAMPLE WORK ORDER

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Jane Doe (1)

TITLE Accounting Clerk (2)

DEPARTMENT Accounting

ADDRESS J. D. Company

600 Lee Street (3)

Atlanta, GA 31752

TELEPHONE NO. (404) 675-0000 (4) ORDER NO. 5000 (5)

DATE RECEIVED _____ DATE PROMISED _____

DESCRIPTION OF WORK Verify totals and subtotals on accounting forms. (6)

SPECIAL INSTRUCTIONS Review the attached income statement, (7) balance sheet, and capital statement. Verify all subtotals and totals. If changes are needed, draw a single line through the number, write the new number, and initial the change. (8)

WORK ASSIGNED TO _____

DATE COMPLETED (9) PICKED UP ____ DELIVERED (10)

APPROVED BY: (11)

K E Y S

Task Title

Order No. 2000

Type indexing information on files

Description

Given a list of names and addresses of 20 businesses, the student will type the information on file folder labels in indexing order to be used in a subject filing system.

Materials, Supplies, and/or Equipment

Included: List of 20 names and addresses

Master for file folder labels and sheet to list correct indexing order

Needed but not Included: 20 file folder labels or 8½" x 11" paper to run copies of master

Suggested Requirements

Prerequisites: Student should be familiar with basic rules of filing

Approximate Time to Complete: 1 hour

Accuracy: 70%

Alexander's Office Supply
American Office Equipment
Macon Telegraph & News
Wyatt Sign Company
WKKZ FM Stereo Radio Station
Central Office Suppliers
Courier Herald, The

Central Office Suppliers 120 South Monroe Street
Central Office Suppliers 120 Macon Road
Sapp Outdoor Advertising Co.
WQZY FM Radio
WMLT Radio Station
Wholesale Office Products
Paper Supply Company

Gilman Paper Company	
Wills Office Supply	
Thompson Wholesale Supply Company	
WXLI AM Radio Station	
Southern Printing Company, Inc.	
Alligood Custom Signs	

Task Title

Order No. 2001

Type reports, correspondence, and applications

Description

Given a handwritten draft of a statistical report, letter, an application form, and a blank application form, the student will type each document in proper form.

Materials, Supplies, and/or Equipment

Included: Handwritten statistical report

Handwritten letter

Employment application (answers will vary for each student)

Needed but not Included: Typing paper

Correction materials

Calculator

Suggested Requirements

Prerequisites: Knowledge of full block style letter and centering technique

Approximate Time to Complete: 1 hour, 30 minutes

Accuracy: Mailable copy

VOCATIONAL OFFICE TRAINING REPORT

1984-85

Name	Address	Employer	Total Hours Worked	Total Earned
Ames, Arnold	1200 Emerson Avenue	Campbell Cleaners	333	$ 920.42
Armstrong, Lynn	1611 Jackson Street	Dublin Supply	670	2,244.50
Bishop, Charlotte	58 Broad Street	Anderson Products	1196	4,141.07
Bruce, Douglas	611 Elliott Drive	Anderson Products	502	1,651.55
Daniel, Dennis	Route 8	Laurens High School	878	2,901.00
Fitzgerald, Carlton	1502 Louis Street	Belton & Sons	540	1,811.53
Johnson, Joy	46 Smith Street	Jones Hardware	1259	4,425.47
Jones, Walter	201 Smith Street	Macon Telegraph	986	3,303.11
McBride, William	183 Walnut Street	Courier Herald	1432	5,751.82
Robinson, Mary	16 Cherry Sreet	Hart & Jones, Attorneys	703	2,310.24
		TOTALS	8499	$29,460.71

April 7, 1984

Ms. Geraldine Jones
Box 4A
Hill High School
Northside, IL 53983

Dear Ms. Jones

We started work on your rush order of April 6 as soon as we received it. You should receive the two-year planning calendars within the next two or three days. No money will be due until after your FBLA students have had time to sell the calendars and collect the money. Any calendars not sold will be picked up at a later date.

If you have any questions, please call our toll-free number--1-800-292-8000. We have enclosed brochures of our other products and hope to hear from you again soon.

Sincerely

Mr. James Goodwin

xx (Student's initials)

Enclosures

Task Title

Order No. 2002

Address envelopes using a typewriter

Description

Given 10 envelopes and a list of addresses, the student will address the envelopes correctly.

Materials, Supplies, and/or Equipment

Included: List of 10 addresses

Master to run envelopes

Needed but not Included: 10 large (No. 10) envelopes or 5 sheets of 8½"x11" paper to run envelopes

Directions for addressing No. 10 envelope as recommended by U.S. Postal Service from Page 85, Century 21 Typewriting, 3rd edition, South-Western Publishing or from some other source

Suggested Requirements

Prerequisites: Typing skills

Approximate Time to Complete: 35 minutes

Accuracy: 70% mailable

Task Title

Order No. 2003

Type checks

Description

Given the handwritten copy of the names and amounts to be paid employees, the student will prepare a typed check for each employee.

Materials, Supplies, and/or Equipment

Included: Master to make 10 payroll checks with stubs

Handwritten copy of the names and amounts to be paid employees including regular and overtime pay and deductions withheld

10 payroll checks with stubs for payroll deductions

Needed but not Included: Calculator to check for accuracy on handwritten form

Suggested Requirements

Prerequisites: Familiarity with payroll procedures

Approximate Time to Complete: 2 hours

Accuracy: 70% minimum

Check No. 112	
Period Ending	5-15-84
Earnings	$
Reg.	$ 82.50
O.T.	$
Deductions	$ 4.95
Inc. Tax	$
FICA Tax	$ 4.95
Group Ins.	$
Hosp. Ins.	$
Other	$
NET PAY	$77.55

PAYROLL ACCOUNT

86-273
1031

May 15, 1984

ABC COMPANY No. 112

Pay to the order of Paul J. Adams $ 77.55

Seventy seven and 55/100 ----------> ------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Check No. 113	
Period Ending	5-15-84
Earnings	$ 462.00
Reg.	$ 462.00
O.T.	$
Deductions	$109.12
Inc. Tax	$ 46.40
FICA Tax	$ 27.72
Group Ins.	$
Hosp. Ins.	$ 35.00
Other	$
NET PAY	$352.88

PAYROLL ACCOUNT

86-273
1031

May 15, 19 84

ABC COMPANY

No. 113

Pay to the order of John N. Butler $352.88

Three Hundred Fifty two and 88/100 ---------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Check No. 114	
Period Ending	5-15-84
Earnings	$506.00
Reg.	$506.00
O.T.	$
Deductions	$111.46
Inc. Tax	$ 46.10
FICA Tax	$ 30.36
Group Ins.	$
Hosp. Ins.	$ 35.00
Other	$
NET PAY	$394.54

PAYROLL ACCOUNT

86-273
1031

May 15, 19 84

ABC COMPANY

No. 114

Pay to the order of Joseph Fitzgerald $394.54*

Three Hundred Ninety Four and 54/100 -------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

*Error in calculations for Joseph Fitzgerald

Check No. 115	
Period Ending	5-15-84
Earnings	$484.00
Reg.	$484.00
O.T.	$
Deductions	$106.54
Inc. Tax	$ 42.50
FICA Tax	$ 29.04
Group Ins.	$
Hosp. Ins.	$ 35.00
Other	$
NET PAY	$377.46

PAYROLL ACCOUNT

86-273
1031

May 15, 1984

ABC COMPANY

No. 115

Pay to the order of Richard A. Morris $377.46

Three Hundred Seventy Seven and 46/100 ----- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Check No. 116	
Period Ending	5-15-84
Earnings	$ 504.63
Reg.	$ 484.00
O.T.	$ 20.63
Deductions	$ 103.78
Inc. Tax	$ 61.50
FICA Tax	$ 30.28
Group Ins.	$
Hosp. Ins.	$ 12.00
Other	$
NET PAY	$ 400.85

PAYROLL ACCOUNT

86-273
1031

May 15, 19 84

ABC COMPANY No. 116

Pay to the order of Charles L. Switzer $ 400.85

Four Hundred and 85/100 ---------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Check No. 117		PAYROLL ACCOUNT	86-273 / 1031
Period Ending	5-15-84	May 15, 1984	
Earnings	$ 386.75	ABC COMPANY	No. 117
Reg.	$ 374.00		
O.T.	$ 12.75	Pay to the order of Tony T. Spearman	$ 299.84*
Deductions	$ 86.91	Two Hundred Ninety nine and 84/100 ----------	Dollars
Inc. Tax	$ 51.70		
FICA Tax	$ 23.21		
Group Ins.	$	CITY NATIONAL BANK	
Hosp. Ins.	$ 12.00	Bartlesville, OK 74003-2192	
Other	$		
NET PAY	$299.84	':103102737': 8765""3166""104""'	

*Error in calcuations for Tony T. Spearman

Check No. 118	
Period Ending	5-15-84
Earnings	$ 176.00
Reg.	$ 176.00
O.T.	$
Deductions	$ 22.16
Inc. Tax	$ 11.60
FICA Tax	$ 10.56
Group Ins.	$
Hosp. Ins.	$
Other	$
NET PAY	$ 153.84

PAYROLL ACCOUNT

86-273
1031

May 15, 1984

ABC COMPANY

No. 118

Pay to the order of James G. Thompson $153.84

One Hundred Fifty Three and 84/100 --------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Check No. 119	
Period Ending	5-15-84
Earnings	$528.00
Reg.	$528.00
O.T.	$
Deductions	$123.88
Inc. Tax	$ 57.20
FICA Tax	$ 31.68
Group Ins.	$
Hosp. Ins.	$ 35.00
Other	$
NET PAY	$404.12

PAYROLL ACCOUNT

86-273
1031

May 15, 1984

ABC COMPANY

No. 119

Pay to the order of Margaret Valero $404.12*

Four Hundred Four and 12/100 -- ---------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

*Error in calculations for Margaret Valero

Check No. 120	
Period Ending	5-15-84
Earnings	$ 517.00
Reg.	$ 484.00
O.T.	$ 33.00
Deductions	$ 104.52
Inc. Tax	$ 61.50
FICA Tax	$ 31.02
Group Ins.	$
Hosp. Ins.	$ 12.00
Other	$
NET PAY	$ 412.48

PAYROLL ACCOUNT

86-273
1031

May 15, 1984

ABC COMPANY

No. 120

Pay to the order of John J. Wilson $ 412.48

Four Hundred Twelve and 48/100 Dollars

CITY NATIONAL BANK
Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Check No. 121	
Period Ending	5-15-84
Earnings	$170.00
Reg.	$170.00
O.T.	$
Deductions	$ 20.02
Inc. Tax	$ 9.90
FICA Tax	$ 10.12
Group Ins.	$
Hosp. Ins.	$
Other	$
NET PAY	$149.98

PAYROLL ACCOUNT

86-273
1031

May 15, 1984

ABC COMPANY

No. 121

Pay to the order of Mary A. Williams $149.98

One Hundred Forty-Nine and 98/100 --------- Dollars

CITY NATIONAL BANK

Bartlesville, OK 74003-2192

':103102737': 8765""3166""104""'

Task Title

Order No. 2004

Make bank deposit

Description

Given 12 opportunities, the student will verify the amounts on deposit slips and initial each one.

Materials, Supplies, and/or Equipment

Included: Information for 12 deposit slips

Deposit slips

Needed but not Included: Calculator

Suggested Requirements

Prerequisites: Knowledge of banking unit

Approximate Time to Complete: 50 minutes

Accuracy: 70%

Deposit No.	1	$ 2,731.24
	2	9,160.61
	3	3,138.22
	4	12,344.55
	5	3,257.71
	6	9,061.26
	7	2,519.95
	8	2,322.80
	9	3,994.17
	10	8,603.80
	11	1,918.05
	12	6,402.59

Task Title

Order No. 2005

Purchase office supplies

Description

Given a list of vendors and a list of the office supplies needed, the student will determine from which vendor the supplies should be ordered. Accuracy will be determined based on such factors as terms of cost of supplies, discount considerations, and delivery/shipment schedules.

Materials, Supplies, and/or Equipment

Included: Requisition forms and a list of office supplies needed

Needed but not Included: Calculator

Two or three office supply catalogs (Student answers will vary)

Suggested Requirements

Prerequisites: Typing skills

Ability to use indexes

Approximate Time to Complete: 2 hours

Accuracy: 70%

Task Title — Order No. 2006

Maintain office supply inventory

Description

Given inventory records of 26 varied types of office supplies, the student will itemize the inventory and indicate which items are low and need replenishing.

Materials, Supplies, and/or Equipment

Included: List of materials on hand

List of items withdrawn from inventory

List of items received for inventory

Example of recording information on index cards

Needed but not Included: 3"x5" index cards or paper cut to represent index cards

Typewriter

Suggested Requirements

Prerequisites: General clerical skills

Approximate Time to Complete: 2 hours, 30 minutes

Accuracy: 70%

Training Materials (Recordkeeping) Max. 5
Min. 2

Security Insurance #2 K 282 $1.67 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			4
9-18-84		1	3
10-10-84	1		4

Training Materials (Recordkeeping) Max. 5
Min. 2

Lakeside Restaurant #3 K 283 $2.34 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			1
9-18-84		1	0
10-10-84	4		4

Training Materials (Recordkeeping) Max. 5
Min. 2

City Jewelry & Appliance #4 K 284 $2.34 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			3
10-18-84		1	2
10-10-84	2		4
10-12-84		1	3

Training Materials (Recordkeeping) Max. 5
Min. 2

Glenn Department Store #5 K 285 $2.34 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			0
10-10-84	5		5
10-17-84		1	4

Training Materials (Recordkeeping) Max. 5
Min. 2

Crown Super Market #6 K 286 $2.34 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			2
9-18-84		1	1
10-10-84	3		4

Training (Recordkeeping) Max. 5
Min. 2

Fireplace, Inc. B 325 $5.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			2

Training Materials (Recordkeeping) Max. 5
Min. 2

Business Simulation Set G 165 $5.55 South-Western
(Audiotech Co.)

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			2

Training (Recordkeeping) Max. 5
Min. 2

Open Road Cyclery B 045 $6.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			1
10-17-84		1	0

Training Materials (Recordkeeping) Max. 5
Min. 2

Cycle Center B 315 $4.65 South-Western

Date	Qtry. Rec'd	Qty. Withdrawn	Balance
10-10-84	5		5

Training Materials (Recordkeeping) Max. 5
Min. 2

Cosmic Micro Market B 055 $6.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
10-10-84	2		2
10-10-84		1	1

Training Materials (Auditing)

Max. 5
Min. 2

Auditing Clerk Y 01 $4.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
			3
9-1-84			8
10-10-84	5		7
10-18-84		1	

Training Materials (Banking)

Max. 5
Min. 2

Security First Bank G 155 $4.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
			1
9-1-84			0
9-18-84		1	

Training Materials (Banking) Max. 5
Min. 2

Community National Bank Y 64 $8.45 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
10-10-84	4		4

Training Materials (Typing) Max. 5
Min. 2

Volunteer Bicycle K 71 $3.70 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			2
9-18-84		1	1
10-10-84	3		4
10-22-84		1	3

Training Materials (Typing) Max. 5
Min. 2

The Castaways K 85 $3.90 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			1
10-10-84	4		5
10-16-84		1	4

Training Materials (Typing) Max. 5
Min. 2

T-Shirt Factory K 71 $3.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			3
9-18-84		1	2
10-10-84	2		4
11-1-84		1	3

Training Materials (Typing) Max. 5
Min. 2

Snow Country K 01 $6.15 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			1
10-30-84	10		11
9-18-84		1	10

Training Materials (Typing) Max. 5
Min. 2

Liberty Broadcasting K 88 $4.95 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			4

Training Materials (Typing) Max. 5
Min. 2

Jeans Generation K 83 $3.90 South-Western

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			1
9-18-84		1	0
10-10-84	4		4

Training Materials (Typing) Max. 5
Min. 2

Pleasure Island 2-24652 $6.90 Houghton-Mifflin

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			3
10-15-84	2		5
11-9-84		1	4

Training Materials (Typing) Max. 5
Min. 2

Sidewalk Surfin' 2-24654 $4.32 Houghton-Mifflin

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			2
9-18-84		1	1
10-15-84	3		4

Training Materials (Typing) Max. 5
Min. 2

Metroplex Clinic 2-51000 $4.32 Houghton-Mifflin

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			4
10-15-84	3		7

Training Materials (Typing) Max. 5 Min. 2

Market Square Legal Typing 2-02900 $4.32 Houghton-Mifflin

Date	Qty. Rec'd	Qty. Withdrawn	Balance
9-1-84			3
10-15-84	2		5

Training Materials (Typing) Max. 5 Min. 2

Data Magic 2-24661 $4.32 Houghton-Mifflin

Date	Qty. Rec'd	Qty. Withdrawn	Balance
10-15-84	4		4
11-2-84		1	3

Training Materials (Typing)

Max. 5
Min. 2

The Odyssey 2-2466 $6.90 Houghton-Mifflin

Date	Qty. Rec'd	Qty. Withdrawn	Balance
10-15-84	4		4
11-28-84		1	3

Task Title

Order No. 2007

Post data in record books

Description

Given a list of office supplies, the student will record the amount, kind, and value of each supply.

Given the index cards listing supplies prepared for the preceding task, the student will record the current number of the item on hand, the catalog number, the title or description of the item, the price per item and the extended amount of each item. Each supplier and each category of item (i.e., Recordkeeping, Auditing, Banking, Typing) should be recorded on a separate record page.

Forms should be typed.

Materials, Supplies, and/or Equipment

Included: Forms to record the amount on hand, the catalog number, description of item, unit price, and extended price

Needed but not Included: Calculator

Suggested Requirements

Prerequisites: General clerical skills

Approximate Time to Complete: 1 hour

Accuracy: 70%

VOT MATERIALS RECORD FORM

SUPPLIER South-Western AREA: Recordkeeping

DATE _____

QUANTITY	CATALOG #	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL PRICE
1	K 281	DM Products #1	1.80	1.80
4	K 282	Security Insurance #2	1.67	6.68
4	K 283	Lakeside Restaurant #3	2.34	9.36
3	K 284	City Jewelry & Appliance #4	2.34	7.02
4	K 285	Glenn Department Store #5	2.34	9.36
4	K 286	Crown Super Market #6	2.34	9.36
2	G 165	Business Simulation Set	5.55	11.10
2	B 325	Fireplace, Inc.	5.95	11.90
5	B 315	Cycle Center	4.65	23.25
1	B 055	Cosmic Micro Market	6.95	6.85

TOTAL 96.78

VOT MATERIALS RECORD FORM

SUPPLIER South-Western AREA: Auditing

DATE _____

QUANTITY	CATALOG #	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL PRICE
7	Y 01	Auditing Clerk	4.95	4.95

TOTAL 4.95

VOT MATERIALS RECORD FORM

SUPPLIER South-Western AREA: Banking

DATE _____

QUANTITY	CATALOG #	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL PRICE
4	Y 64	Community National Bank	8.45	33.80

TOTAL 33.80

VOT MATERIALS RECORD FORM

SUPPLIER South-Western AREA: Typing

DATE _____

QUANTITY	CATALOG #	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL PRICE
3	K 71	Volunteer Bicycle	3.70	11.10
4	K 85	The Castaways	3.90	15.60
3	K 71	T-Shirt Factory	3.95	11.85
10	K 01	Snow Country	6.15	61.50
4	K 88	Liberty Broadcasting	4.95	19.80
4	K 83	Jeans Generation	3.90	15.60

TOTAL 135.45

VOT MATERIALS RECORD FORM

SUPPLIER Houghton-Mifflin AREA: Typing

DATE _____

QUANTITY	CATALOG #	DESCRIPTION OF ITEM	UNIT PRICE	TOTAL PRICE
4	2-24652	Pleasure Island	6.90	27.60
4	2-24654	Sidewalk Surfin'	4.32	17.28
7	2-51000	Metroplex Clinic	4.32	30.24
5	2-02900	Market Square Legal Typing	4.32	21.60
3	2-24661	Data Magic	4.32	12.96
3	2-2466	The Odyssey	6.90	20.70

TOTAL 130.38

Task Title

Order No. 2008

Calculate postage rates

Description

Given a postal manual and the mailing requirements of a business, the student will determine the postal rates for each piece of mail.

Materials, Supplies, and/or Equipment

Included: List of 20 situations requiring that the student determine the postal rates for each piece of mail

Needed but not Included: Poster 103, Postage Rates, Fees, and Information, U.S. Postal Service, November, 1981

Domestic Postage Rates, Fees, and Information, U.S. Postal Service, Notice 59, November 1981 and U.S. Postal Service Official Zone Chart, July 1, 1984. (These are available at any post office.)

Suggested Requirements

Prerequisites: General clerical skills

Suggested readings: SECRETARIAL OFFICE PROCEDURES, 10th ed., Oliverio & Pasewark, South-Western, 1982, pp. 238-259-Outgoing Mail

Approximate Time to Complete: 1 hour

Accuracy: 70%

1. $1.39
2. .55
3. 1.05
4. .75
5. .54
6. .37
7. .26 or .13 each half
8. 9.20
9. 2.89
10. 1.99
11. .75
12. 2.10
13. .60
14. 1.70
15. 1.30
16. 2.35
17. 3.07
18. 4.70
19. 3.10 (2.33 plus .75)
20. 9.14 (9.14 plus 2.05)

Task Title

Order No. 2009

Use ZIP Code directory

Description

Given a list of 20 addresses, a ZIP Code directory, and 20 envelopes, the student will look up the ZIP Code for each address and type an envelope for each.

Materials, Supplies, and/or Equipment

Included: Master to run envelopes

List of 20 addresses

Envelopes

Needed but not Included: Directions for addressing a No. 10 envelope as recommended by the U.S. Postal Service

ZIP Code Directory

Suggested Requirements

Prerequisites: Typing skills

Approximate Time to Complete: 1 hour, 45 minutes

Accuracy: 70%

List of Addresses

Addison Suppliers
666 Monroe Street
Anderson, AL 35610

Curtis Enterprises
1601 South Street
Pell City, AL 35125

Sheffield Office Supply
1515 Lakes Boulevard
Fernandina Beach, FL 32034

Randall Brothers
2728 N. Shore Drive
Inverness, FL 32650

Thompson Whole Supply Company
2101 First Street
Palatka, FL 32077

Georgia Pacific Company
614 N. Main Street
Fitzgerald, GA 31750

Mr. John Murphy
614 Main Street
Dudley, GA 31022

Mr. James Lewis
618 Beech Street
Dry Branch, GA 31020

Mrs. Rita Young
18 South Street
Davisboro, GA 31018

Bryant's Wholesale Specialities
214 S. Monroe Street
Commerce, GA 30529

Collins Supply
Wrightsville Highway
Bartow, GA 30413

Branch Production Company
710 Ridgewood Avenue
Douglas, GA 31533

Tri Service Office Supply
125 High Street
Griffin, GA 30223

Plummer Electric
1205 Shamrock Drive
Lakeland, GA 31635

Akridge Computer Sales
209 North Street
Greenwood, SC 29646

Powell Supply Company
105 N. Franklin Street
Hardeville, SC 29927

Graham Insurance Company
707 Broad Street
Hilton Head Island, SC 29928

Horne Realtors-Insurors
213 Elm Street
Cullowhee, NC 28723

First State Bank
Springdale Drive
Cherokee, NC 28719

Wills Office Supply
501 Pine Forest Drive
Oak Ridge, NC 27310

Task Title Order No. 2010

Record telephone messages

Description

Given a list of incoming telephone calls and a message pad, the student will record the messages correctly.

Materials, Supplies, and/or Equipment

Included: Telephone message forms

Messages

Needed but not Included: Pen or pencil

Suggested Requirements

Prerequisites: A study of receiving telephone calls from an office procedures book

Approximate Time to Complete: 15 minutes

Accuracy: 100%

PHONE MEMO FORM

TO Mr. William Andrews		DATE 1/8	TIME 9:30 a.m.
FROM Mr. James K. Jones		AREA CODE	NUMBER
OF Highland + Co.			

MESSAGE

Regarding P.O. 8540; will call back around 2 p.m.

TAKEN BY urs

PHONED ✓	CALL BACK __	RETURNED CALL __	WANTS TO SEE YOU __	WILL CALL AGAIN ✓

PHONE MEMO FORM

TO Mr. Earl Heisner		DATE 1/8	TIME 10 a.m.
FROM Mrs. Susan B. Heisner		AREA CODE	NUMBER
OF			
MESSAGE	She has not been able to find a babysitter for tonight. What should she do?		
		TAKEN BY urs	
PHONED ✓	CALL BACK __	RETURNED CALL __	WANTS TO SEE YOU __	WILL CALL AGAIN __

PHONE MEMO FORM

TO Mr. Paul Linden | DATE 1/8/85 | TIME 10:30 a.m.

FROM Alice Grant | AREA CODE | NUMBER

OF

MESSAGE

TAKEN BY urs

PHONED ✓	CALL BACK	RETURNED CALL ✓	WANTS TO SEE YOU	WILL CALL AGAIN
—	—	—	—	—

PHONE MEMO FORM

TO	John White	DATE 1/8/85	TIME 11:45 am
FROM	Alfred Davis	AREA CODE NUMBER	
OF		803 445-2571	

MESSAGE

Call Mr. Davis regarding your luncheon scheduled for Thursday.

TAKEN BY urs

PHONED ✓	CALL BACK ✓	RETURNED CALL __	WANTS TO SEE YOU __	WILL CALL AGAIN __

PHONE MEMO FORM

TO: Mr. Lew Fordham
DATE: 1/8
TIME: 3:30 pm
FROM: Bob Barron
AREA CODE / NUMBER:
OF:

MESSAGE: Wants an appointment with you on Friday of next week.

TAKEN BY: urs

PHONED ✓	CALL BACK __	RETURNED CALL __	WANTS TO SEE YOU ✓	WILL CALL AGAIN __

Task Title

Order No. 2011

Edit correspondence of others

Description

Given 10 varied business documents, the student will proofread, locate, and correct typographical, punctuation and grammatical errors.

Materials, Supplies, and/or Equipment

Included: 10 varied business documents

Needed but not Included: Typewriter

Correction tape or fluid

Paper and pen

Dictionary of medical terms

Suggested Requirements

Prerequisites: Beginning typing

Knowledge of proofreader's marks

Approximate Time to Complete: 5 hours

Accuracy: 75%

February 9, 1984

Earl Abbey, President
Chapareal Industries, Inc.
103 East Rutledge
Yates Center, KS 66783

Dear Mr. Abbey:

Thank you so much for notifying us of your plans to relocate your offices. We certainly hope you will be assured of success in your new location.

We are, of course, appreciative of the upgrading you have done. Therefore, we feel that the arrangement you suggested for adequate reimbursement is quite acceptable. However, we could not find the copy of charges for the carpet, as you had indicated in your letter.

To date, my agent has informed me that you have not yet cleared the premises. Therefore, I would like to ask that you take care of the current gas bill up through the date of your departure. We have transferred the Union Gas System to my name in order to keep the water pipes from freezing in extreme cold.

If you would please leave the keys to the complex with Norma Hansen, at the State Exchange Bank, I would be most appreciative.

Thank you for your cooperation and best wishes on your move.

Sincerely yours,

Sidney F. Landsbury, Manager

xx

March 16, 1984

Jeffery C. Neesley
4378 East Washington
Yates Center, KS 66783

Dear Mr. Neesley:

This morning, by phone, I briefly discussed this matter with your wife. As you can see from the enclosed letters and records, I am concerned about my loss of $250.00 because of gas bills not paid by the above-mentioned tenant.

These utility bills are the sole responsibility of the tenant as per our lease agreement. I wish to pursue this matter in small claims court in order to reclaim the said amount.

Our agreement upon termination of the lease was that the tenant would pay the final gas bill, also. This was not carried out. From the enclosed xerox copy, you can readily see that I have paid the bill.

We also agreed that I would waiver rent for January, 1984, in the amount of $150.00, and the gas bill in the amount of$69.45, on the premise that I would receive a copy of charges for the painting, paneling, and carpeting done. I never received such a statement.

In short, I want to reclaim all the money for gas bills incurred by the tenant that they did not pay. I would also like a complete itemized statement of the remodeling done. An itemized statement of the gas bills not paid is enclosed. If you will require copies of the actual bills, please let me know.

Thank you for your help in this matter. Please inform me as soon as possible about the feasibility of presenting this matter to small claims court.

Sincerely yours,

Sidney F. Landsbury

xx

Enclosures

July 20, 1984

Myron Manufacturing Corporation
61 West Hunter Avenue
Newark, NJ 07607

Gentlemen:

On February 21, 1984, we submitted an order to you for 250 "Slim Jim Pocket Calendars" and 25 "Desk Planners." It was our understanding that we were to receive two free gifts for these orders, which we acknowledged and returned to you on your acknowledgement slip. We have enclosed a copy of this slip.

Please check your records and let us know how we may be of assistance to you in correcting this matter.

Sincerely yours,

Leoni J. Thompson
Assistant Manager

xx

Enclosure

March 21, 1984

Joseph R. Doelman
5847 Barnesville Street
Thomaston, GA 30286

Dear Mr. Doelman:

Our C.P.A. has brought your account to our attention as being delinquent and past due. We must ask that you contact us concerning the amount owed, which is $54.86. We cannot continue to carry this balance on our records any longer.

Please call our office before April 15, 1984. We are ready, willing and able to help. Our services were rendered in good faith, and we expect payment for such.

In order to avoid further legal action, we must have your immediate attention to this matter.

Sincerely yours,

Jerry S. Sanders, M.D.

xx

DEFINITIONS

1. Adjunctive: Medicinal

2. Aponeurotic: Pertaining to a fascia

3. Fascia: Grisly membrane (grisle)

4. Myofascitis: Inflammation of a muscle and its fascia, particularly at the point at which the fascia inserts from muscle to bone

5. Myositis: Inflammation of a voluntary muscle

6. Myodysneuria: Impairment of the nervous power relating to muscles

7. Neuralgia: Pain in a nerve or radiating along the course of a nerve; a name applied to pain which may result from any one or more of a great variety of conditions

8. Neurodocitis: Inflammation of nerve roots resulting from compression in osseous or aponeurotic canals outside of the meninges

9. Neuroganglilitis: Inflammation of a neuroganglion, which is a mass of nervous matter.

10. Neurodokon: The part of the nerve which lies in the intervertebral foramen or in the osseous canal.

11. Neurothlipsis: Pressure on a nerve or irritation of a nerve

12. Paresthesia: An abnormal sensation such as burning, prickling, etc.

13. Plexus: Network of nerves or veins

14. Radiculitis: Inflammation of the root of a spinal nerve, especially of that portion of the root which lies between the spinal cord and the intervertebral canal

15. Subluxation: Incomplete or partial dislocation

Hypoglycemic Diet

It is very important to avoid all sugars. Four of five smaller meals each day instead of three large ones are recommended in order to keep the sugar level constant throughout the day. Following are a list of foods that are high in protein and low in carbohydrates, an important key in stabilizing the blood sugar. Please follow these suggestions closely. Amounts to be consumed at any one time are also listed.

DAIRY PRODUCTS

Cheddar Cheese	1" cube
Swiss Cheese	1' cube
Whole Mild	1 cup
Butter	1 Tbsp.
(Avoid mayonnaise, salad dressings)	

FRUITS

Strawberries, Raw	1 cup
Cantaloupe	½ melon
Apples, Raw	1 med.
Avocado	½
Olives, Ripe, mission	10
Fresh Orange Juice	1 cup
Tomatoe Juice	1 cup
Apple Juice	1 cup

CEREALS

Farina, cooked	1 cup

BREADS

Gluten	1-2 slices/day

NUTS

Pecans	1 cup
Peanuts, Roasted	1 cup

SEAFOOD

All kinds are acceptable. Very good source of high protein. 3-4 ounces

VEGETABLES

Radishes, Raw	4 Small
Asparagus, cooked	1 cup
Carrots, Raw	1 cup
Snap Beans	1 cup
Broccoli	1 cup
Cauliflower	1 cup
Lentils	
Mushrooms	1 cup
Peas	1 cup
Pumpkin	1 cup
Summer Squash	1 cup
Tomatoes	1 cup
All green leafy vegetables are acceptable	1 cup

EGGS

Whole, poached scrambled or boiled	1 med.

LIMIT THE USE OF OILS IN THE DIET--USE EITHER VEGETABLE OR SAFFLOWER OIL. MEATS SHOULD BE BROILED, BAKED, OR STIR FRIED.

MEATS

Avoid:
Pork, corned beef hash, liver, sausage, canned meats, fried meats. All others acceptable. 3-4 ounces.

ABSOLUTELY AVOID HONEY, SUGAR, RICE, CORN, POTATOES, AND OTHER STARCHY VEGETABLES, POPCORN, POTATOE CHIPS, CANDY, CAKES, PIES, COOKIES, ICE CREAM, ALCOHOLIC OR COLA BEVERAGES, GINGER ALE, COFFEE, TEA (HERB TEA IS ACCEPTABLE), STEAMED OR RAW VEGETABLES ARE BEST.

HOW TO BE A GREAT RECEPTIONIST

As a receptionist, you have been hired to officially welcome all callers to your place of business--wanted or unwanted. This report will help you to become a great receptionist.

There are many important aspects to being a great receptionist. Basically, I think we could sum it all up in ten phases:

1. Punctuality
   You must always, always be on time. How can you welcome the callers if you arrive after they do? Remember, you are the first representative of the company that the caller contacts--you promote your company's image.

2. Organization and Neatness
   The first thing you must do in the morning is organize your work and activities for the day. Set your priorities. Do you have a detailed report that needs to be typed and proofread by noon? Do that first. Make sure you are aware of any appointments your employer needs to keep. Do not be disorganized. It will disturb the whole company if you do not seem in control. Remember you reflect the company's image to others. No matter how much work you have to do, be neat--do not scatter your work everywhere. It's also your job to keep the office area neat. Re-organize the magazines several times during the day. Pick up trash off the floor if necessary. And always have any filing finished and all work materials put away by the end of the day.

3. Grooming
   You must conform to your employer's wishes in this area. Do not be sloppy or immodest. Personal hygiene is very important. Jeans are definitely out. You must present yourself as a polished, confident professional. Your grooming reflects this. Ask your employer what is his dress code, and conform to it. For example, if you work in a doctor's office, uniforms may be required. It is your responsibility to pay for these (Purchasing them is tax deductible, by the way). Your shoes should be polished, clothes pressed; your make-up should not be overpowering, but some is necessary. Your posture is important too. Stand erect. Your body language conveys your attitude about your job.

4. Routine

It is vitally important that you have a routine. You must decide for yourself what jobs are to be done daily, weekly, and monthly. Daily you should make sure the pencils in the office are sharpened, filing is done, the answering service is called and any message distributed, your machinery and equipment is clean and in working order. Weekly you might be required to water plants, type special letters or memos, or dust. Monthly you might be expected to type checks, clear out old and abused magazines, and make sure certain records are in order.

5. Self-Starter

Do not wait around to be told what to do. Find something to keep you busy. Try to learn something new about your job or your company every day. This will keep your interest up in your job. And if you are interested, you'll be interesting to others. Invent better ways to perform your job--better and more efficient methods are always a plus in any employer's eyes. Reorganize your filing system. Take inventory of your office supplies to make sure everything you need is at hand. Ask others in the office if you can assist them which brings us to ...

6. Know Others' Jobs

Now we are coming to the challenging part. This may be the key to your employer viewing you as a valuable part of his/her company. Always be eager to learn about your co-workers' jobs. If you run out of things to do, ask if you may help with their overflow. Be curious about the particulars of their job. Ask them questions. Be willing to help. If they go on vacation, get sick, or suddenly have to leave the office, you may be a real asset in keeping the office running smoothly.

7. Learn about the Company

Are you working for a law firm for the first time? Read upon any terms that might be unfamiliar to you and keep a typed list of definitions handy at all times. Is your job in some area you are totally unfamiliar with, say, working for a chiropractor? Read a book or two about it. Develop interest in your company. This way when callers ask you questions you will be able to answer them without asking your employer first. And you will feel more qualified to do your job.

Now we come to probably the three most important things in your job:

8. Tact

Tact is one of the hardest things to practice, especially when you have an unwanted or rude caller. Webster defines it as "a keen sense of what to do or say in order to maintain good relations with others or avoid offense." This definitely takes some practice, but it is vitally important in keeping your callers happy. Remember, they are usually calling on you to employ your company's services. Some rules of thumb are: never return rudeness to a rude person. It only promotes some kind of argument; kind words from you will usually immediately soften the attitude of the caller and help you to find the real cause of the problem; offer your assistance to correct the problem if there seems to have been any misunderstanding on the part of you, your employer, or your company. Explain your position in specifics and with common words--it is not the time for vagueness and ambiguity. However, do not tolerate degrading or vulgar language and references--be loyal to your company and defend its reputation based on your knowledge of its past dealings with its customers.

9. Phone Manners

How people respond to you on the phone is a good indication of how they will respond to you in person. Always be courteous. When the situation calls for it, show concern for the caller's feelings on a matter. Be prepared to give detailed explanations of your company's services and procedures (have a typed list handy if need be). And always try to smile when talking on the phone--even then it transmits cheeriness and warmth.

10. Smile

This brings us to the final phase in our summary. I have saved it until last, because I feel it is the most important. When any caller comes in, regardless of what you are doing, raise your head, hold their eye contact for a moment or two, acknowledge them and SMILE. Smiling needs your constant practice. Smiling makes you approachable, confident, and outgoing. Your callers need you to smile to reassure them and let them know you are genuinely concerned about them. Smiling promotes healthier outlooks and attitudes. Do not be afraid to smile--it is hard to overdose on happiness. And when you smile, others smile back at you. Smiling is the first important communication you can give personally from your company to your caller.

S ensitivity to others
M ental attitude
I nitial communication
L iveliness
E eagerness to help

Task Title Order No. 2012

Proofread records, forms or letters to be typed

Description

Given drafts of varied business documents to be typed, the student will proofread, locate and correct all errors.

Given rough drafts, student will correct, using proofreader's marks, and type in correct form.

Materials, Supplies, and/or Equipment

Included: 10 varied business documents - rough drafts

Needed but not Included: Typewriter
Pen
Proofreading instructions
Paper
Correction tape or fluid

Suggested Requirements

Prerequisites: Beginning typing
Knowledge of proofreader's marks

Approximate Time to Complete: 5 hours

Accuracy: 75%

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

March 18, 1984

Sharon Alberetta
20938 East Paces Ferry Road
Atlanta, GA 30311

Dear Miss Alberetta:

I hate collection agencies.

No, I'm not being sarcastic; they cost us money, hurt the patient's credit standing, and give people the idea that we're against them.

Actually, we still want to do all we can for you. Our health care facilities are still open to you. And I personally will do everything I can to help you take care of your financial obligations in a way that is considerate of your financial situation and your personal dignity.

Frankly, there's not much more I can do. But many people have thought it's a lot. Even after this length of time, people have called me, and we've worked something out. And do you know, there are very few accounts that this office has had to turn over to collection agencies.

Think of it this way: Many people have tried to ignore an illness for months before they went to see the doctor. The patient felt worse than he would have if he'd come right away; but still the doctor was able to help.

I work the same way. Please call me at 547-8964, by no later than March 30. You'll find that I'm still ready, willing, and able to help.

Very truly yours,

Patricia Elberton
Assistant Office Manager

xx

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

March 25, 1984

Georgia Unemployment Insurance Appeals Board
2483 West Peachtree Street
Atlanta, GA 30309

Gentlemen:

RE: Protest, Statement of Reserve Account
Account #9847520
Date of DE 1101G: 4-28-83
Amount of Charges: $106.87
Name of Claimant: George F. Heinsbrook

This letter is our third protest made in response to charges made to our reserve account for the computation date May 30, 1983.

The Employment Development Department has stated to us in a letter dated April 18, 1984, that we did not submit our first protest to their office within the time frame required by law. However, that statement is not true; they seem to have no record of our first protest, only our second. We feel that such correspondence has been misplaced or overlooked. In light of the fact that Mr. Heinsbrook was not fired from our office but quit of his own accord to relocate to another area, we feel that these charges applied to our account are not fully justified.

Please give this matter your consideration immediately. We will be awaiting your reply.

Very truly yours,

Brian D. Brown, D.C.

xx

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

August 22, 1984

Albert Rogers
Attorney At Law
12335 Victory Drive
Savannah, GA 31406

Dear Mr. Rogers:

RE: Carmen Selmas

Enclosed you will find the leins and authorization on the above-named patient. Please sign, date and return one (1) copy to our office. You should keep one (1) copy for your files.

We would appreciate it if you would keep us up to date as to the status of this case.

Thank you for your cooperation in this matter.

Very truly yours,

Brian D. Brown, D.C.

xx

Enclosures

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

June 1, 1984

Robert M. Joyner, Attorney At Law
Joyner and Joyner Law Corporation
Union Station Building
34868 Peachtree Street, Suite 586
Atlanta, GA 30310

Dear Jr. Joyner:

RE: Albert Nevaret
D/A: 4-30-82

Enclosed you will find a medical report on the above-named patient as per your request. We have also included a copy of the patient's up-to-date medical billing.

Please let us know if you need more information or if you have further questions. We can prepare a narrative report for you if you find it necessary; we charge $15.00 per page for such a report. Give us some advance notice should you require one by a certain date.

Thank you for your cooperation. We will be looking forward to hearing from you in the future.

Very truly yours,

Brian D. Brown, D.C.

xx

Enclosure

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

July 20, 1984

Richard B. Davison
P. O. Box 3487
Lyons, GA 30436

Dear Mr. Davison:

Enclosed you will find a copy of our monthly "Chiro-practic-Gram." Included in this month's issue is our "Case of the Month" feature. Since Mr. Stephen Smith is the patient highlighted here, he asked us if we would send you a copy "hot off the press." We are more than happy to oblige.

If you enjoy this and the other features of our mailer, feel free to drop us a line and we can put you on our mailing list.

Yours naturally for better health,

Brian D. Brown, D.C.

xx

Enclosure

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

September 13, 1984

Detergen
385921 East Atlanta
Atlanta, GA 30309

Gentlemen:

This letter is an inquiry regarding an order we placed with you regarding six cannisters of Deturge.

We have called your office many times to find out why our order has not been filled, yet we have never been able to reach you. We certainly hope that there is not a problem with our order, yet we feel there must be something wrong, as we placed this order more than a month ago.

Please contact us regarding this matter immediately. We need our order of Deturge right away, and we do have an account with you, so that should rectify any problems. Let us know if we may be of assistance.

Very truly yours,

Brian D. Brown, D.C.

xx

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

September 23, 1984

Frank D. Canter
605 Twin Towers Building
P. O. Box 2389
Everett, WA 98203

Dear Mr. Canter:

RE: Order on 11-29-83
Check #5084

On the above-mentioned date, our office ordered some exercise books from your company. As of this date, nine months later, we have not received this order from you or any notice regarding a delay of some kind. Would you please check into this matter for us?

Your cooperation in this matter would be most helpful. Your prompt reply is expected.

Very truly yours,

Brian D. Brown, D.C.

xx

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

February 4, 1983

Thomas Mathis
53854 Harlow Street
Long Beach, CA 90808

Dear Mr. Mathis:

Enclosed you will find some pamphlets that Mr. Quinn requested we send to you.

We certainly hope this information will answer any questions you may have regarding chiropractic. If this information does not adequately answer all your questions or you need further information, please contact our office.

Let us know if we can be of any assistance to you in the future.

Very truly yours,

Brian D. Brown, D.C.

xx

Enclosures

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

May 9, 1984

Edith Berring Long
7564 West Peachtree Street
Atlanta, GA 30311

Dear Mrs. Long:

Enclosed you will find a statement on your son, Charles Long. The amount indicated is due and payable upon receipt of this letter.

If you know of Mr. Long's whereabouts, please give us that information immediately. If we do not have payment in full for $73.90 within thirty (30) days from the date of this letter, we will have no choice but to submit this matter to our collection agency. We have done absolutely all we can.

Very truly yours,

Brian D. Brown, D.C.

xx

Enclosure

DR. BRIAN D. BROWN, D.C., PH.C.
18972 VENTURE BOULEVARD
ATLANTA, GA 30311

(404) 547-8964

April 6, 1984

The Acupuncture Education Center
13757 N.E. 3rd Court, #210A
North Miami, FL 33161

Gentlemen:

Recently, I attended your seminar conducted February 12-19, 1984, at the Sol Carib Hotel, Cozumel, Mexico. There I met and talked with Dr. Ralph Alan Dale, and I was very much impressed with his avenue of approach.

Consequently, I have become very interested in attending another one of your seminars, preferably your Introductory Program in the Florida Series of Weekend Seminars. Would you please send me detailed information on the dates and locations of this series? Also, I would appreciate being included on your mailing list, and I would also be happy to receive any other printed materials that you make available on your acupuncture programs.

Enclosed you will find one of my monthly mailers which has a circulation of about 1500 in my immediate area. I hope you enjoy it.

I will be looking forward to hearing from you shortly.

Very truly yours,

Brian D. Brown, D.C.

xx

Enclosure

Task Title Order No. 2013

Type file folder labels

Description

Given a list of 25 names in indexing order, the student will type a file folder label for each.

Materials, Supplies, and/or Equipment

Included: 25 names in indexing order

Gummed file folder labels

Needed but not Included: File folders

Typewriter

Correction fluid

Suggested Requirements

Prerequisites: Beginning typing

Approximate Time to Complete: 15 minutes

Accuracy: 100%

Key (Alphabetic Checks)

1. Bradford P. Brown
2. Virginia D. Calhoun
3. Marjorie A. Dean
4. Richard T. DeWitte
5. J. J. Drake
6. George K. Dyche
7. Thomas B. English
8. Joann P. Franklin
9. Steven R. Hardy
10. Patricia R. Henderson
11. Cleveland R. Hendrix
12. Robert T. Holloway
13. Phyllis R. Jennings
14. Phyllis B. Johnston
15. Creola D. Kendall
16. H. J. Kendall
17. Barbara T. Long
18. Ann Marie McDaniel
19. Hardy C. Mitchell
20. Marcia L. Perdue
21. Virginia C. Reddick
22. William Ira Reddick
23. Patricia A. Smith
24. Sonja L. Stewart
25. Lois T. Sullivan
26. T. C. Swift
27. Betty J. Thomason
28. M. C. Traylor
29. Beatrice R. Wills
30. Joseph C. Worthy

Key (Subject & Geographic)

1. Bill - Stella McBride
   Central Office
2. Bill - Central Office
3. Individual teachers - catalogs
4. Ads. - Individual teachers
5. Equipment - Principal
6. Individual teachers workbooks
7. Bill - Central Office
   Stella McBride
8. Service Agreement - Principal
9. Bill - Central Office
   Stella McBride
10. Bill - Central Office
    Stella McBride

Key (Numeric)

1. Invoice #354
   June 12, 1984
2. Invoice #780
   June 12, 1984
   June 17, 1984
3. Invoice #355
   June 30, 1984
4. Invoice #1316
   June 26, 1984
   July 1, 1984
5. Invoice #356
   July 8, 1984
6. Invoice #2280
   July 8, 1984
   July 13, 1984
7. Invoice #357
   July 11, 1984
8. Invoice #792
   July 16, 1984
9. Invoice #1412
   July 20, 1984
   July 25, 1984
10. Invoice #2301
    July 24, 1984
11. Invoice #358
    July 27, 1984
12. Invoice ##794
    July 30, 1984
    Aug. 4, 1984
13. Invoice #1418
    Aug. 12, 1984
14. Invoice #2310
    Aug. 15, 1984
15. Invoice #360
    Aug. 18, 1984
16. Invoice #1420
    Aug. 22, 1984
17. Invoice #2315
    Aug. 25, 1984
18. Invoice #365
    Aug. 28, 1984
19. Invoice #796
    Aug. 31, 1984
20. Invoice #1427
    Sept. 11, 1984
    Sept. 16, 1984
21. Invoice #2401
    Sept. 13, 1984
22. Invoice #368
    Sept. 16, 1984
23. Invoice #800
    Sept. 19, 1984

(Subject & Georgraphic Con'd)

11. P. E. ads. - Individual teachers
12. Bill - Central Office
    Stella McBride
13. Advertisements - Individual
    teachers
14. Advertisements - Individual
    teachers
15. Transcripts - Assistant
    Principal
16. Bill - Central Office
    Stella McBride or
    Principal
17. Supplies - Principal
18. Supplies - Principal
19. Bill - Central Office
    Stella McBride
20. Bill - Central Office
    Stella McBride
21. Bill - Central Office
    Stella McBride
22. Equipment - Principal
23. Ads - Individual teachers
24. Ads - Individual teachers
25. K-Mart - Machines Principal
26. Tools - Principal/Mrs. McBride
27. Paper - Media Center
    (Individual teacher)
28. Paper - Media Center
    (Individual teacher)
29. Ads - Individual teachers
30. Equipment - Principal

(Numeric Con'd)

24. Invoice #1430
    Sept. 21, 1984
25. Invoice #2409
    Sept. 23, 1984
26. Invoice #371
    Sept. 24, 1984
    Sept. 29, 1984
27. Invoice #805
    Sept. 26, 1984
28. Invoice #1436
    Sept. 28, 1984
29. Invoice #2415
    Oct. 3, 1984
30. Invoice #810
    Oct. 5, 1984
    Oct. 10, 1984

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the department's effort to implement this nondiscriminatory policy.

Title II - Ann Lary, Vocational Equity Coordinator
Title VI - Peyton Williams Jr., Associate Superintendent of State Schools and Special Services
Title IX - Myra Tolbert, Coordinator
Section 504 - Jane Lee, Coordinator of Special Education

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the department may be addressed to the persons listed above at the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.